

# Learning Microsoft® Word

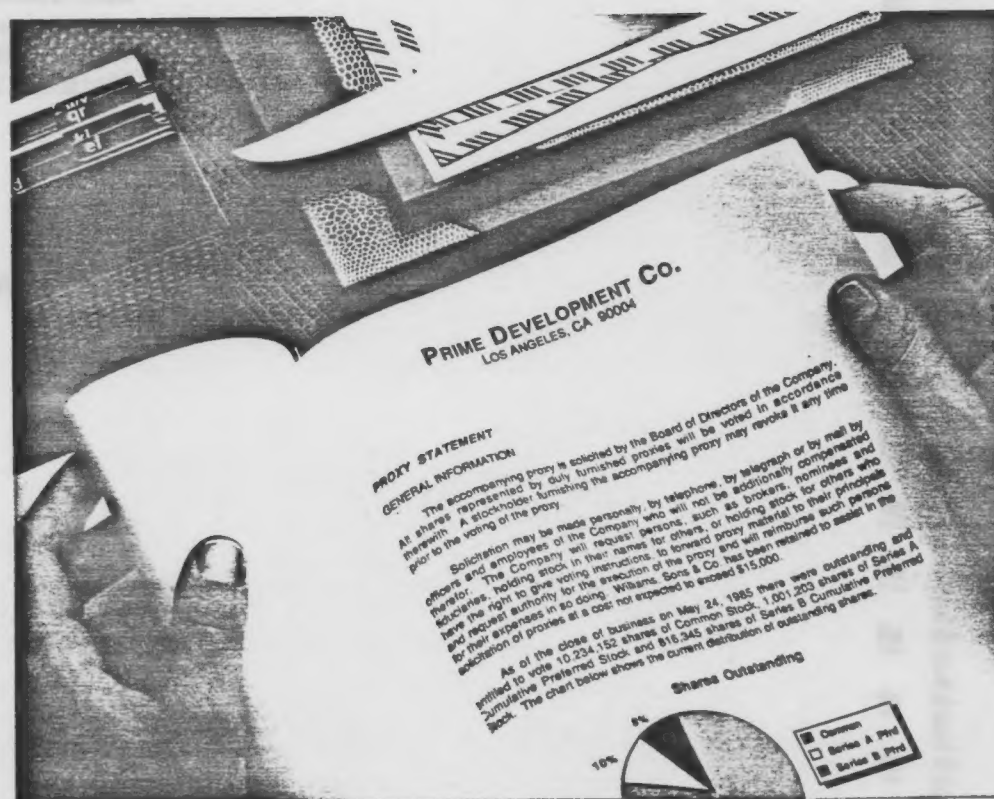
Microsoft Word

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Word Processing Program  
Version 3.0

for the Apple® Macintosh™

Microsoft Corporation



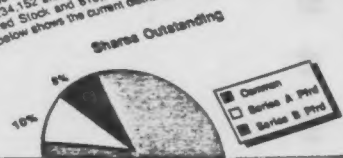
**PRIME DEVELOPMENT CO.**  
LOS ANGELES, CA 90004

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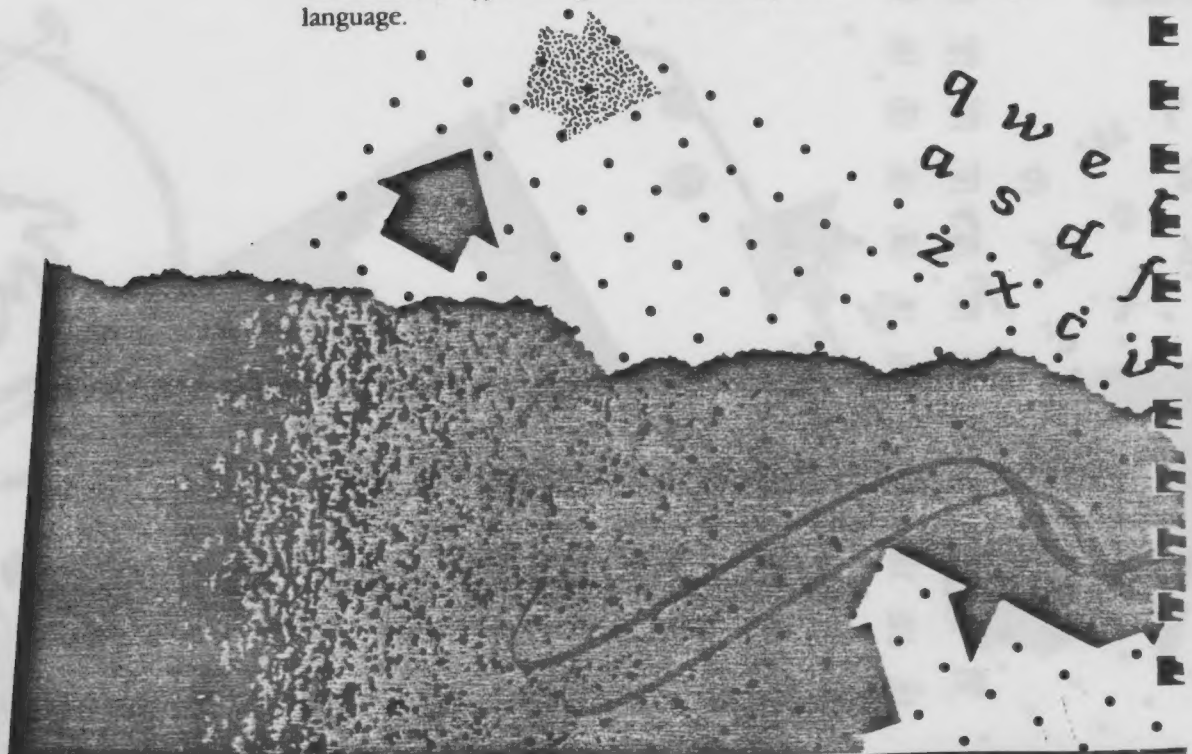
## Welcome

Microsoft® Word for the Apple Macintosh streamlines the entire document preparation process by giving you easy access to sophisticated capabilities. Word offers many features and benefits:

**Creation and Revision Tools** Integrated outlining helps you organize your thoughts and see the "big picture." Integrated style sheets provide a consistent look and speed up formatting. Page preview shows the full page as it will be printed and so reduces print cycles.

**Easy to Learn** Short menus help you become productive quickly. Full menus provide sophistication when you're ready for it. Custom menus make frequently used options and documents readily available.

**Professional-Quality Documents** Enjoy such features as snaking (newspaper-like) columns and independent (side-by-side) columns, combined text and graphics, automatic hyphenation, mathematical typesetting, and direct support for the PostScript language.



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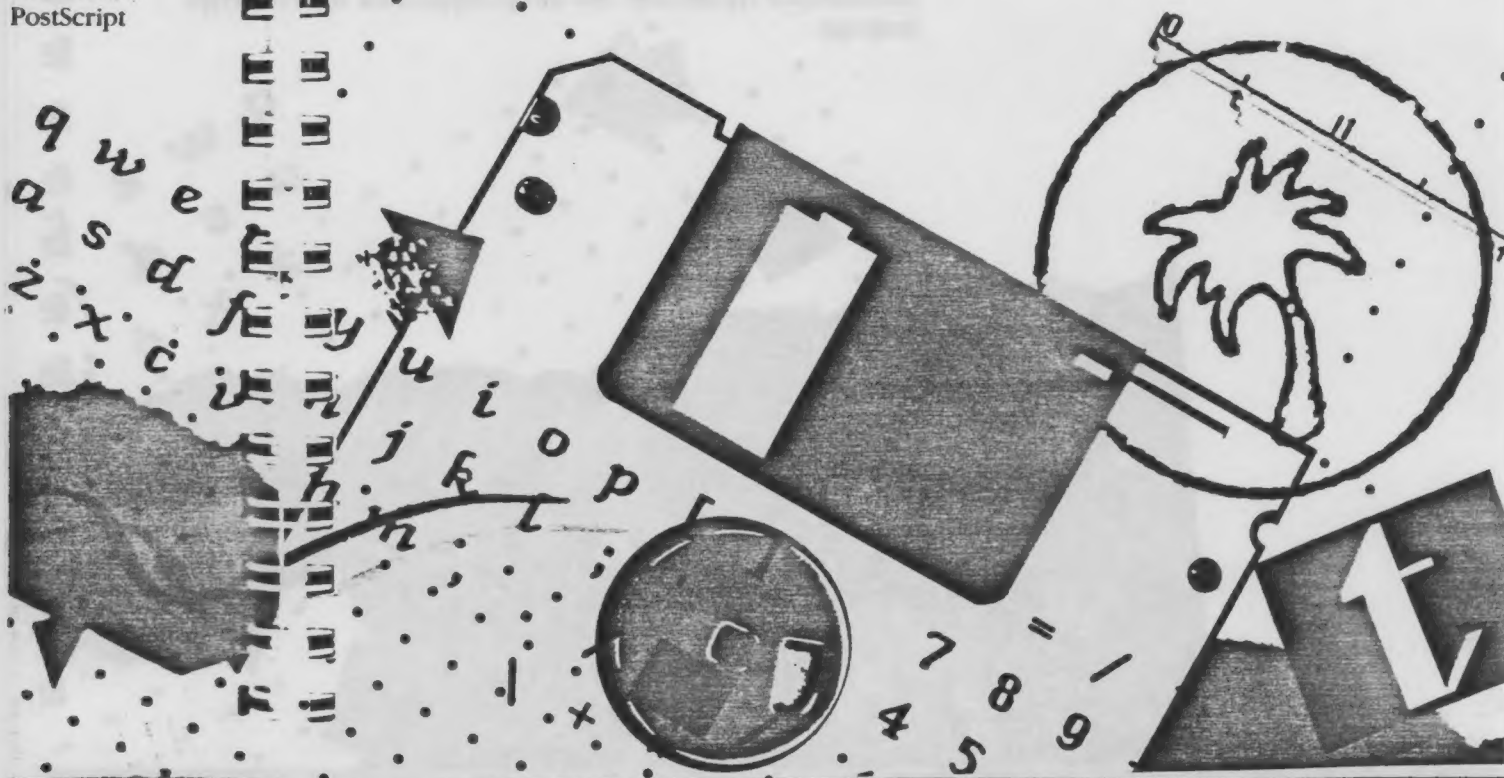
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**Coexistence** Insert results from Microsoft Excel, MacPaint, or MacDraw using QuickSwitch, a special Switcher feature. Save files in other file formats: Microsoft Word (MS-DOS®), Rich Text Format, and ASCII.

**More Power** Complete your documents effectively and efficiently with integrated spelling correction, mail merge for form letters, glossaries, math, sorting, paragraph and line numbering, table of contents, index, footnotes, multiple documents on the screen at once, and easy access to every font available on the system.

With these features, Microsoft Word takes you beyond simple text editing to complete document preparation. Yet, this sophistication is incredibly fast and fully accessible. You don't trade speed for power. Microsoft Word is the word processing solution.





## About the Word Books

Your Microsoft Word package contains two books: *Learning Microsoft Word* and *Reference to Microsoft Word*.

### Learning Microsoft Word

*Learning Microsoft Word* is an introductory book that provides you with practices for learning the basics and a glimpse of some of Word's advanced features. It is divided into two parts:

**Learning Word Basics** This part contains practices in word processing essentials. You'll learn how to enter text, revise and format it, save your document, and print it. Sample documents on your Word Utilities disk provide text for the practices.

**Learning More About Word** This part contains practices in advanced techniques. You'll learn how to organize, edit, format, and finish complex documents. Sample documents on your Word Utilities disk provide text for the practices.

### Reference to Microsoft Word

*Reference to Microsoft Word* is an alphabetical, encyclopedia-style book containing descriptions of every aspect of Word: commands, procedures, and features.

### Symbols Used in the Books

- Square-bulleted lists, such as this one, provide information but not procedural steps.
- Numbered lists ( 1, 2 ) indicate a procedure with two or more sequential steps. Red boxed numbers refer to steps you take to complete a specific practice. Black boxed numbers refer to steps that remind you of what you learned earlier.
- A boxed-bulleted item ( ■ ) indicates a procedure with only one step.
- *Italics* indicate words and characters you type. Titles of books are also shown in italics.

## Getting Started

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### What you need

To use Microsoft Word, you need:

- A Macintosh computer with at least 512K of memory, and:
  - a double-sided disk drive
  - or —
  - two single-sided disk drives
  - or —
  - a hard disk plus a single- or double-sided disk drive.
- The master Microsoft Word Program disk.
- The Microsoft Word Utilities disk.
- Initialized disks for copying Word (optional).
- A printer (optional).

### Personalizing Your Master Disk

Before you make copies or begin working with Word, you should personalize your master Word Program disk. The first time you start Word you'll be asked to name your master disk. Once you name the disk, all copies you make will display this name when you start Word.

To personalize your master Word Program disk:

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### Personalize your disk

- 1 Insert your master Program disk in the internal disk drive.
  - 2 Turn on your Macintosh.
  - 3 Double-click the Word application icon.
  - 4 In the dialog box that appears, type your name and your organization's name.
  - 5 Click the OK button.
- Now you'll see the Word document screen.
- 6 So that you can make copies of your master disk, choose the Quit command from the File menu to return to the Finder.

## Copying the Master Program Disk

You can run Word from the master Program disk or a copy you make of it. Never make any changes to the master Word Program disk.

To copy the master Word Program disk:

- ☐ Move the master disk icon over the icon for the blank, initialized disk.

Using a copy of the master Word Program disk lets you change the disk any way you want and protects your master disk. When you're not using it, keep the master disk in a safe place.

For information on copying Word to a hard disk, see Appendix A, "File Structure and Limitations," in *Reference to Microsoft Word*.

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**Copy the master Word disk**

## Before You Begin

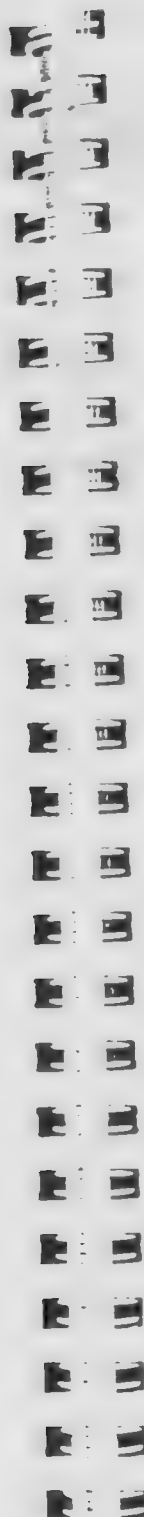
Before you start working with Word, you should know how to:

- Use the icons on the Macintosh desktop.
- Open, copy, and delete Macintosh documents and disks using the Finder.
- Point and select with the mouse, and understand basic Macintosh terms and techniques such as click, double-click, drag, and Shift-click.
- Scroll in a window or list box using the scroll bars and the scroll box.
- Change the size and position of windows using the size box and the title bar.
- Pull down menus and choose commands.
- Use the Clipboard to store information.

You should also understand Macintosh terms such as dialog box, list box, folder, button, and alert box. For information on any of these items, see your Macintosh owner's guide.

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**Know your Macintosh**



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## Product support

## Product Support

If you have a question about Word and you can't find the answer in your manuals, call our Product Support staff by dialing the telephone number on your registration card. When you call, please have the following at hand:

- The product number on your disk label
- Your Word manuals

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## Starting Word

You start Word as you start all other Macintosh applications.

To start Word:

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## Start Word

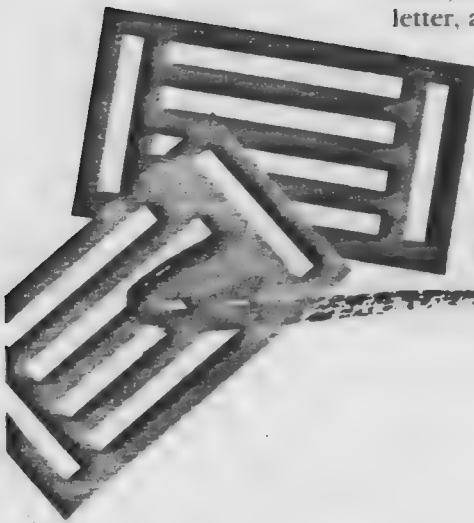
- 1 Insert the master Word Program disk or a copy of it.
- 2 Double-click the Word icon.

## Learning Word Basics

In this part of the manual, you'll practice basic word processing skills: starting Microsoft Word; entering text; revising, formatting, printing, and saving a document; and quitting Word.

With these skills, you can produce many common documents, so the practices in this part may be all the training you'll need to use Word effectively.

The last chapter in this part provides four practices that show you how to interlace basic skills (those you've learned and some new ones) to create and finish standard documents: a letter, a form letter, a report, and a short article.





# 1 Create a Document

In this chapter, you will learn how to create a short document and how to make some basic editing changes to it. You'll also learn to get help, to save a document and close a window, and to quit Word.

This chapter describes:

- Creating a new document
- Typing text
- Inserting text
- Selecting and deleting text
- Undoing a mistake
- Saving your work
- Asking for help
- Quitting Word

**Note** All of the illustrations in this book were made with the Show ¶ command turned on. The Show ¶/Hide ¶ command on the Edit menu lets you control whether or not Word displays special symbols, such as those that represent paragraph marks, tab marks, and spaces.

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## Creating a New Document

The first step in creating a document is starting Word.

To start Word:

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### Start Word

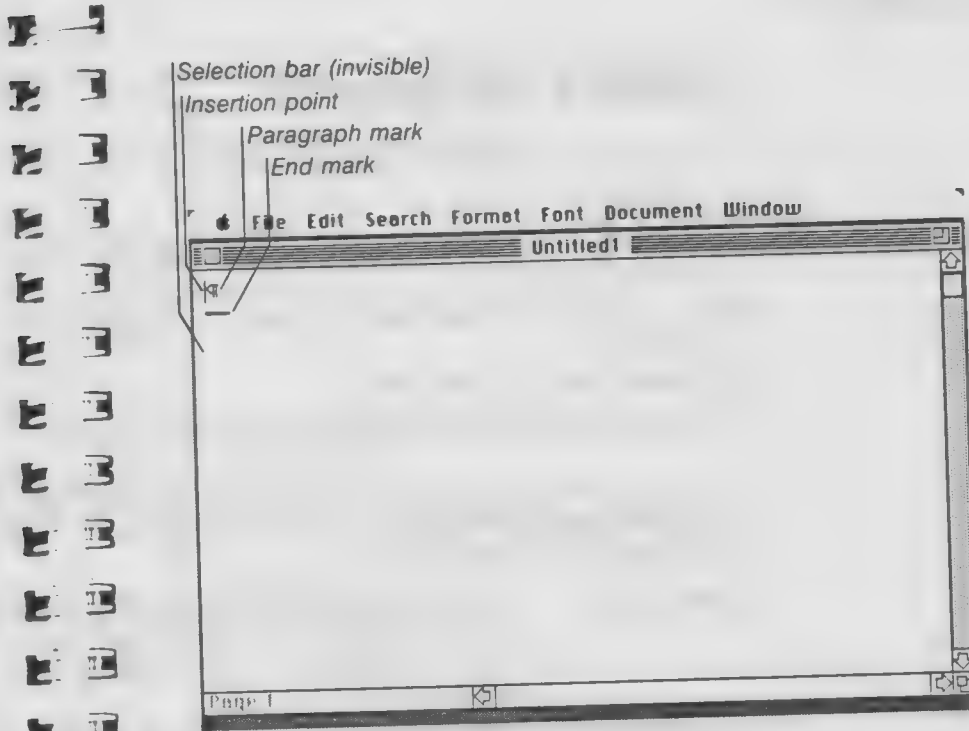
- 1 Insert the master Word Program disk or a copy of it in the internal disk drive.
- 2 If you have an external disk drive, insert the Word Utilities disk in it.
- 3 Double-click the Word icon.

Word is now ready for you to start typing a new document.

When you start Word, you see the document window. Notice the typical Macintosh window features. Some features of the screen are unique to Microsoft Word:

Selection bar	A narrow invisible column along the left edge of the screen. Here, you can quickly select lines or paragraphs when the pointer shape becomes an arrow.
Paragraph mark	A symbol that identifies the end of a paragraph; one appears each time you press the Return key.
End mark	A symbol that identifies the end of the document. You cannot delete the end mark.

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## Typing Text

To practice typing with Word, you will create and edit a short real estate listing for a newspaper classified advertisement.

To create the listing:

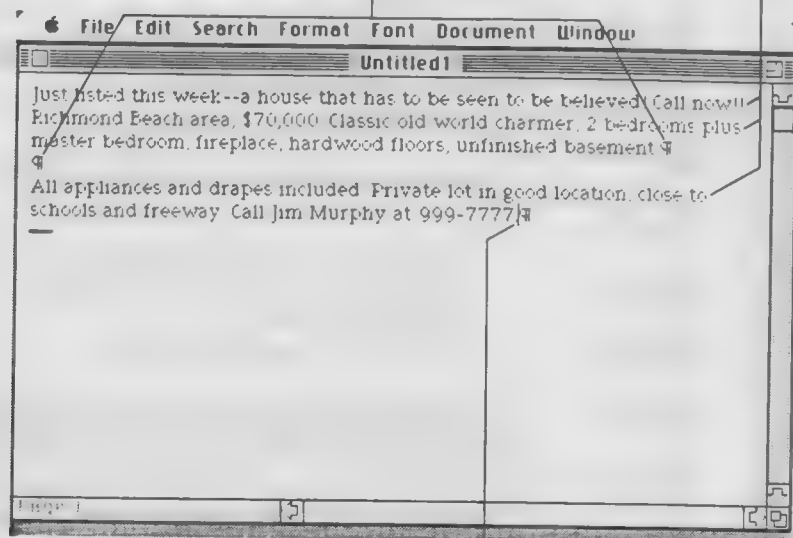
- ☐ Type the text, as shown in the following illustration:

### Type the text

- a Type what you see. If you make a mistake, press Backspace to erase, then retype. Dot in mid-air between words indicates a space. Notice how it differs from a period.

Do NOT press Return here.

- b Press Return here only.



- c Stop here. Do NOT press Return.

**Wordwrap and the Return Key** Wordwrap is one of the most time-saving features of a word processing program. When you reach the right edge of the screen, if a complete word will not fit at the end of the line, Word automatically moves the last whole word you type to the next line. Because of wordwrap, you don't have to watch the screen to see where to press the Return key. Also, wordwrap makes it possible for Word to reformat lines automatically for you when you add or delete text.

**The Backspace Key** When you make a typing mistake, use the Backspace key to delete the error.

To correct the phone number in the listing:

- 1 Press the Backspace key until you have deleted the period and the last three 7's in the phone number.
- 2 Type 888, but do NOT press the Return key.

### Try backspacing

**Remember**

Use the Backspace key to correct typing mistakes that you see as you type.

**Inserting Text**

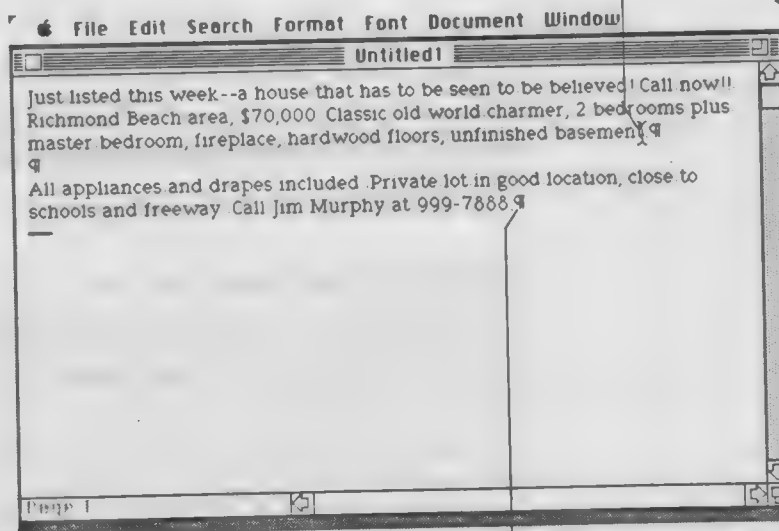
Adding a couple of items to the listing can make the home more attractive to prospective buyers.

To insert additional information:

- ☐ Add text, as shown in the following illustration:

- ☐ a Position mouse pointer between "t" and period.
- ☐ b Click to position insertion point here.
- ☐ c Press spacebar.
- ☐ d Type **with washer and dryer**

**Insert text**



- ☐ e Position mouse pointer after period.
- ☐ f Click to position insertion point here.
- ☐ g Press spacebar.
- ☐ h Type **Closing costs negotiable.**

turn here.

Call now!!  
Richmond Beach area, \$70,000  
Classic old world charmer, 2 bedrooms plus  
master bedroom, fireplace, hardwood floors, unfinished basement.  
All appliances and drapes included. Private lot in good location, close to  
schools and freeway Call Jim Murphy at 999-7888.

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### Remember

To insert text:

- 1 Move the mouse pointer to the location for the new text.
- 2 Click the mouse button to position the insertion point.  
If the insertion point appears in the wrong place, move the mouse pointer to the correct place, then click again.
- 3 Type the text.

**Mouse Pointer and Insertion Point** It is important that you clearly understand the distinction between these two Macintosh window features.

Mouse pointer	An icon that moves as you move the mouse. The shape of the mouse pointer depends on its location: Within a window: (  ) The insertion point moves here when you click the mouse button. In the window border area: (  ) In the selection bar: (  )
Insertion point	An icon that shows where the next character you type will appear. The insertion point is always a blinking vertical line.

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## Selecting and Deleting Text

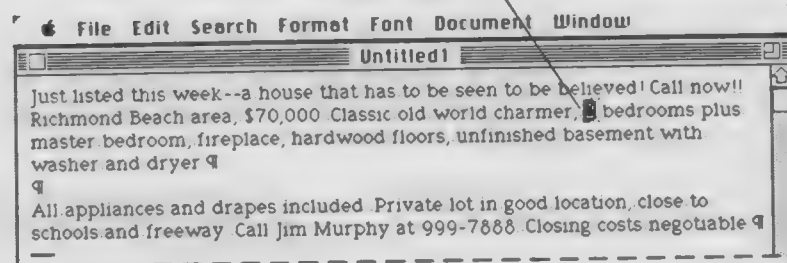
You might want to delete text from your listing to save money on the cost of the advertisement.

In this practice, you will learn to select text then delete it from the listing.

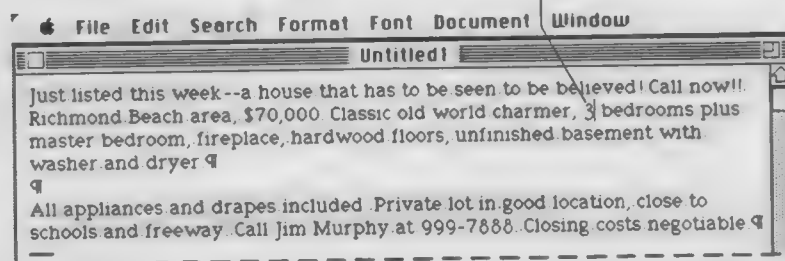
To make your listing more concise, change the phrase "2 bedrooms plus master bedroom" to read "3 bedrooms."

**Replace the "2"**

- ☐ a Position mouse pointer before "2".
  - ☐ b Hold down mouse button.
  - ☐ c Drag mouse to the right until "2" looks like this.
- You just selected "2". If the selection is incorrect, try the steps (a, b, c) again.



- ☐ Type 3 You deleted "2" as you typed.
- When you start typing, selection is replaced.

**Remember**

When you select text, it appears highlighted on the screen, that is, as white characters on a black background.

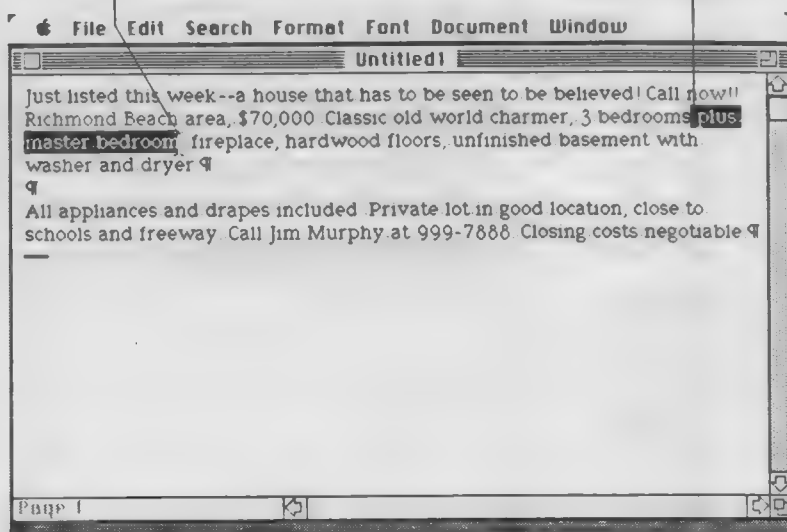
**Delete "plus master bedroom"**

**a** Position mouse pointer here so you'll include the space.

**b** Hold down mouse button.

**c** Drag mouse until "m" (but not comma) is highlighted, then release mouse button.

**d** Press Backspace to delete selection.



**Remember**

To select text:

- 1** Position the mouse pointer at the beginning of the text you want to work on.
- 2** Hold down the mouse button.
- 3** Drag the mouse until all the text you want to work on is highlighted.
- 4** Release the mouse button.

To cancel a selection, click once. Highlighting will disappear, and the insertion point will appear under the mouse pointer.

**Remember**

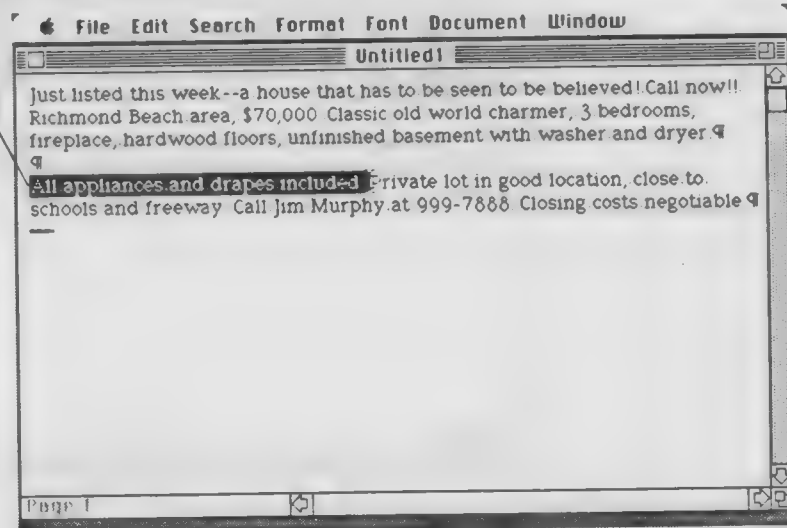
To delete text:

- 1** Select the text.
- 2** Press the Backspace key.

## Try One More Practice

Select and delete the sentence "All appliances and drapes included." as shown in the following illustration:

- a Select this sentence (including the space after the period).
- b Press Backspace.



## Other Ways to Select Text

Word provides other, faster ways to select text. For a convenient, full list of selection methods, see your *Quick Reference Guide* as you are working on a document. For a complete description of all ways to select text, see "Selecting" in *Reference to Microsoft Word*.

---

### Undo the deletion

---

## Undoing a Mistake

You may be unsure about deleting the sentence "All appliances and drapes included." from the listing.

If you make a mistake, or have second thoughts about what you just did, you can reverse your most recent action by using the Undo command.

To undo the deletion:

- 1 Pull down the Edit menu.  
Notice the name of the Undo command.
- 2 Choose the Undo Cut command.  
Notice what happens to the text.
- 3 Pull down the Edit menu again.  
Notice the new name of the Undo command.
- 4 Choose the Redo Cut command to undo your last action and delete the sentence again.

### Remember

When you pull down the Edit menu, the Undo command will reflect your last action. If there is no action to undo, you'll see a dimmed Can't Undo.

---

## Saving Your Work

Now that you're finished with the listing, it's time to save it for future reference.

The first time you save a document, you need to give it a name. You use the Save As command to do this.

To save your real estate listing:

---

### Save the document

- 1 Choose the Save As command from the File menu.
- 2 Type *LISTING* in the Save Current Document As text box.
- 3 Click the Save button.

The document stays on the screen after you save so that you can continue working on it. Notice that the title bar and the lower-left corner of the window now show the document name and size.



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You need to save your work on the disk at the end of each Word session. It's also a good idea to save your document every 15 minutes or so as you work. This ensures that your work will not be lost if the power is interrupted.

## Asking for Help

When you chose the Save As command, you probably noticed some options in the dialog box. Eventually, you may want to use some of them. Any time you want information about a command or an option in a dialog box, you can ask Word for help.

To ask for help on the Save As command:

**1** Press Command-?

In other words, hold down the Command key while pressing the ? key. You don't need to press the Shift key.

Notice the new pointer shape.

**2** Move the question mark to the menu bar and pull down the File menu.

**3** Choose the Save As command.

**4** Scroll to read all of the help information on saving.

You scroll in the help window as you would in any other window. For a quick refresher, see "Scrolling Around a Document" in Chapter 2, "Revise a Document."

**5** When you've finished looking at the help information, click the Cancel button to return to the LISTING document window.

### Ask for help

### Remember

To ask for help:

**1** Press Command-?

**2** Choose a command from a menu, or click an option in a dialog box that's already open on your screen.

For complete information on getting help, see "Help" in *Reference to Microsoft Word*.

---

## If You Want to Continue . . .

At this point, you can:

- Continue practicing what you've learned so far.
- Go to the next chapter and work with a new document.
- Quit Word for now.

If you want to quit, go to the next section, "If You Want to Quit Word for Now."

If you want to go on to the next chapter:

---

### Close the window

- ☒ Click the close box at the upper-left corner of the window.

Notice the screen. You are still in Word.

To reduce screen clutter, close any windows you no longer need. When you start a new document or open an existing document for editing, Word opens a new window.

Now, turn to the next chapter to learn how to revise a document in Word.

---

## If You Want to Quit Word for Now

You can go to the next chapter and learn some new techniques for working with Word. If you want to do this, don't quit Word now. Go on to the next chapter.

If you want to quit Word now to take a break:

---

### Quit Word

- ☒ Choose the Quit command from the File menu.

## 2 Revise a Document

Now that you can use Word to type, insert, and delete text, you are ready to learn Word's editing techniques.

Your company, Going Places, Inc., has a travel brochure for your customers to help them enjoy their travels. The brochure needs revising to make it more effective. In the next three chapters, you will revise, reformat, and print the brochure to practice some basic Word skills.

In this chapter, you will revise the brochure on travel tips, which is already on your Word Utilities disk.

This chapter describes:

- Opening a document
- Scrolling around a document
- Moving text by cutting and pasting
- Copying text
- Editing text
- Changing text
- Finding text
- Saving your revisions

---

## Opening a Document

If you quit Word at the end of Chapter 1:

- ☐ Start Word by double-clicking the Word icon.

Before you can edit an existing document, you need to open the document with the Open command from the File menu.

Be sure that your Word Utilities disk is in one of the disk drives. The document you will be using is stored in a folder called Sample Documents.

To open the sample document — a brochure called TRAVEL:

---

### Open the brochure

- 1** Choose the Open command from the File menu.

Notice what appears on the screen.

If the Sample Documents folder is not listed, click the Drive button.

If it is still not listed, click the Eject button then replace the ejected disk with your Word Utilities disk.

#### **Reminder**

If there are more documents or folders on a disk than can be shown in the list box, you can scroll the box to see more names.

- 2** Double-click Sample Documents in the list box.

Notice the new contents of the list box.

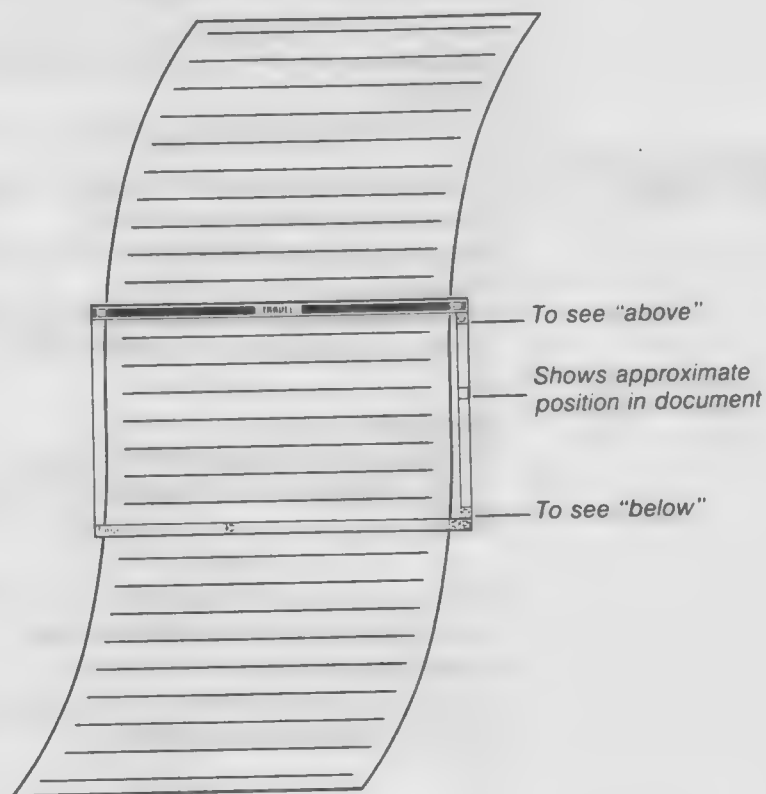
- 3** Double-click TRAVEL in the list box.

Notice the window. This is how a window looks when you first open an existing document.

## Scrolling Around a Document

To give yourself an overview of the document before you start editing, practice scrolling so you can see all parts of the travel brochure.

Scrolling means moving the text through the window to bring different parts of the document into view.



If you feel comfortable with scrolling, go on to the next section, "Moving Text with Cut and Paste," to practice moving text.

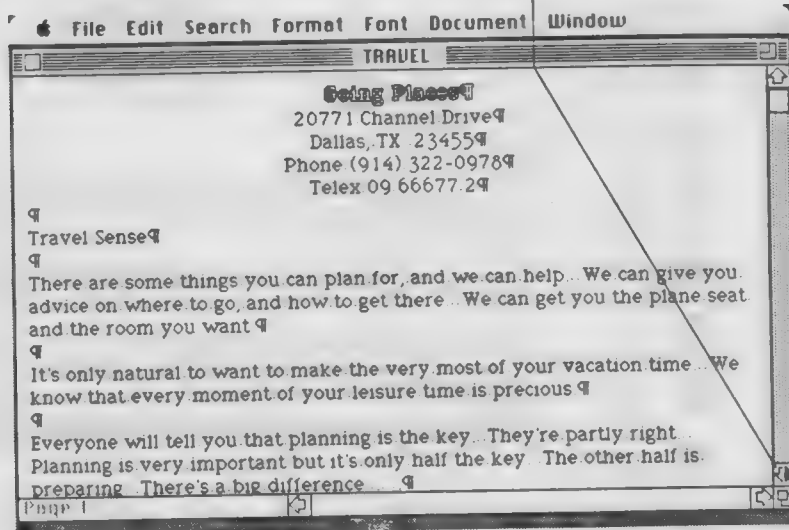
If you need to learn or to refresh your memory about scrolling, try the following practice.



To adjust the text in the window line by line:

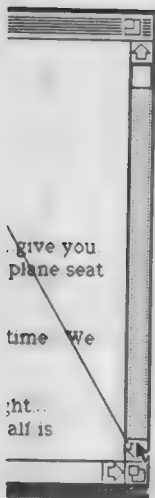
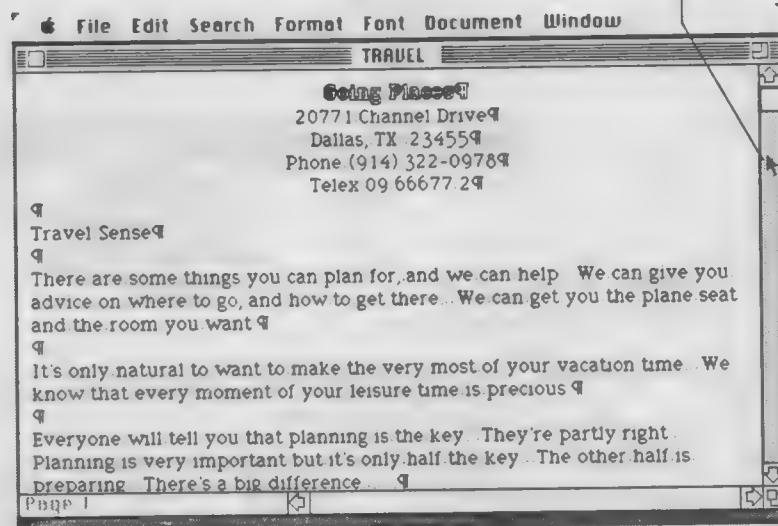
**Scroll around the document**

- a Position mouse pointer on scroll arrow.  
Notice new shape of pointer.
- b Click. Notice text move by one line.
- c Hold down mouse button and watch lines move.
- d Try same technique with top scroll arrow.



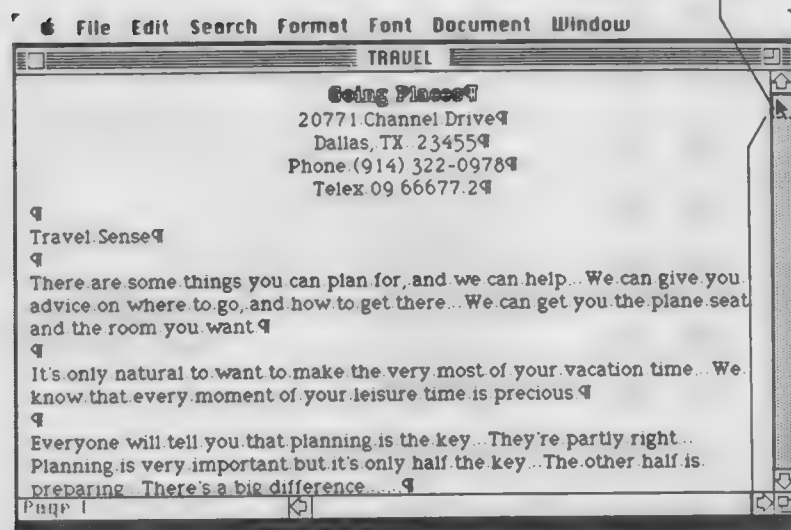
To scroll to the next windowful of text:

- a Move mouse pointer into gray area below scroll box.
- b Click. Notice new text in window.
- c Try it again.
- d Try going back by moving mouse pointer above scroll box, then clicking.



To scroll far into the document quickly:

- a Position mouse pointer on scroll box.
  - b Hold down mouse button.
  - c Drag scroll box to middle of gray area, then release mouse button.
- Notice new text, which is near middle of brochure.



- d Try moving scroll box to various places in scroll bar, and preview brochure.
- e Finally, drag scroll box to top of scroll bar to see beginning of brochure.

You'll use scrolling often during editing to locate the text you want to revise.

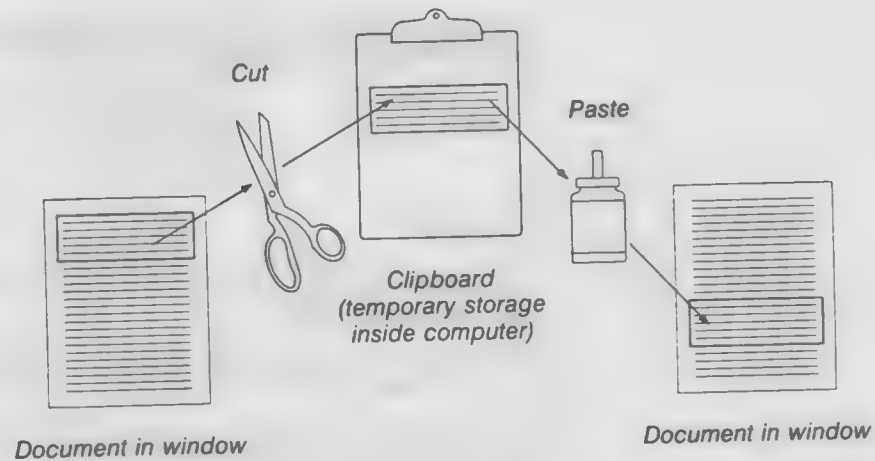
### Remember

To scroll	Do this
Line by line	Click the up or down scroll arrow.
Window by window	Click in the scroll bar above or below the scroll box.
Far distances quickly	Drag the scroll box up or down in the scroll bar.

## Moving Text with Cut and Paste

The beginning of the brochure might be more interesting to your clients if the first paragraph appeared after the third paragraph. To make this change, you'll move the first paragraph.

**Cut and Paste** Moving text is a process of cutting and pasting, as if you were using scissors and glue.



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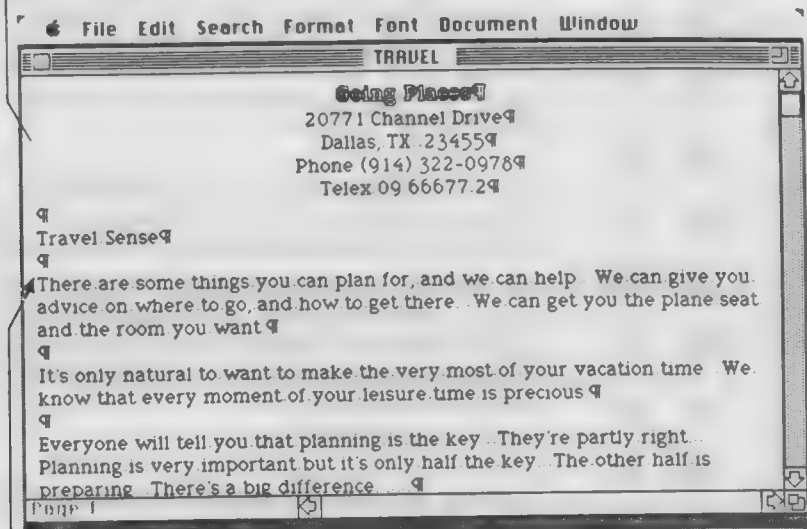
down in the

## Move the paragraph

To move the first paragraph:

- 1 Select the first paragraph, which begins "There are some things...", as shown in the following illustration:

Selection bar (invisible)



- a Position mouse pointer in selection bar.  
Notice new pointer shape.
  - b Double-click.  
Notice what's selected. If only one line is selected, try double-clicking again, faster this time.
- 2 Choose the Cut command from the Edit menu.  
Notice that the first paragraph disappears.
  - 3 Click the down scroll arrow to display the entire third paragraph, which begins "But what about..."
  - 4 Point to the beginning of the third paragraph, just before the "B" in "But."
  - 5 Click to position the insertion point here.
  - 6 Choose the Paste command from the Edit menu.  
Notice the new position of the paragraph you cut.
  - 7 Press the Return key to insert an extra line between the paragraphs.

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**Remember**

To move text in Word:

- 1 Cut text from the document to the Clipboard.
- 2 Paste it from the Clipboard into the new location.

If you make a mistake using the Cut or Paste command, use the Undo command, then repeat the cut or paste action correctly.

**Copying Text**

You may decide to repeat the brochure's new first paragraph at the end of the brochure then change some wording for added emphasis. This paragraph begins "It's only natural..."

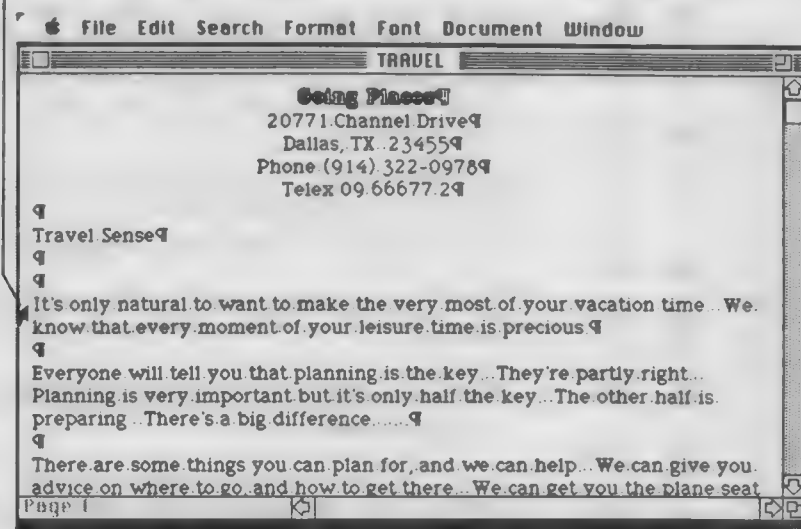
The technique for copying text is similar to the technique for moving text, except that you choose the Copy command from the Edit menu instead of the Cut command. For an illustrated explanation of the Clipboard's role, see "Moving Text with Cut and Paste" earlier in this chapter.

To copy the first paragraph:

- 1 Scroll to the beginning of the document by dragging the scroll box to the top of the scroll bar.
- 2 Select the paragraph, as shown in the following illustration:

**Copy the paragraph**

- a Position pointer in selection bar.
  - b Double-click.
- If only one line is selected, try double-clicking again, faster.



- 3 Choose the Copy command from the Edit menu.  
Notice that the paragraph stays in its original place, unlike when you cut the paragraph to be moved.
- 4 Scroll down to the end of the brochure by dragging the scroll box to the bottom of the scroll bar.
- 5 Click the top scroll arrow to bring the last paragraph, ending "Yer a goner," into view.
- 6 Position the mouse pointer after the quotation mark at the end of the last paragraph, then click.
- 7 Press the Return key.
- 8 Choose the Paste command from the Edit menu.  
Notice that the paragraph appears at the end of the document.

### Remember

To copy text in Word:

- 1 Copy text from the document to the Clipboard.
- 2 Paste it from the Clipboard into the new location.

If you make a mistake using the Copy or Paste command, use the Undo command, then repeat the copy or paste action correctly.



## Editing Text

Now you're ready to edit the copied paragraph at the end of the document. When you have finished, the paragraph will read:

Going Places wants to help you make the very most of your vacation time. We know that every moment of your leisure time is precious.

This section will give you practice using the techniques for selecting, inserting, and deleting text that you've learned so far.

To insert a blank line above the last paragraph:

- 1 Position the mouse pointer in front of the last paragraph, just before the "I" in "It's," then click to position the insertion point.
- 2 Press the Return key to insert an extra line of space between the paragraphs.

**Edit the paragraph**

To select, delete, and replace the phrase "It's only natural to want to" with "Going Places wants to help you":

- 1 Position the mouse pointer before the "I" in "It's," but not in the selection bar.
- 2 Hold down the mouse button and drag the mouse to the space after the second "to."
- 3 Type *Going Places wants to help you*  
If you also selected the space before "make," press the spacebar.

## Changing Text

The company president wants the company name to appear more prominently in the brochure. The president asks you to change all occurrences of "we" to the company name.

To change text in a document quickly, you use the Change command from the Search menu.

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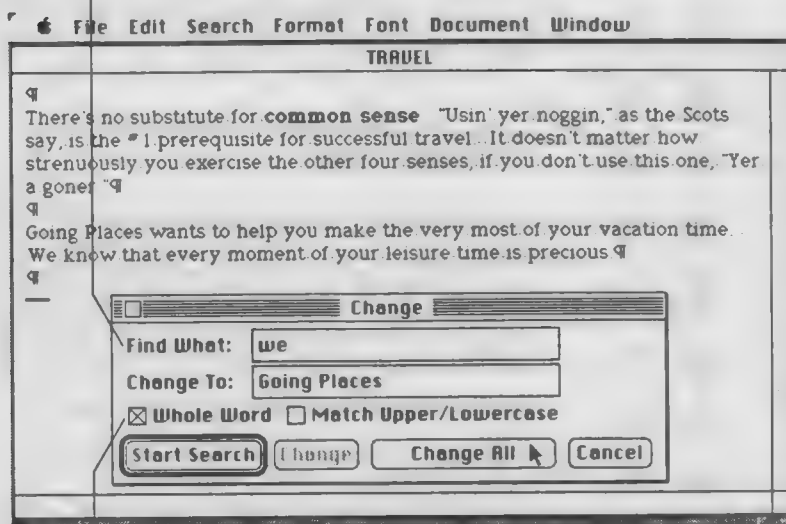
nd, use the  
correctly.

### Change all occurrences

To change all occurrences of "we":

- 1 Make sure no text is selected.
- 2 Choose the Change command from the Search menu.
- 3 Fill in the dialog box, as shown in the following illustration:

- a Type *we* in Find What text box.
- b Press Tab.
- c Type *Going Places* in Change To text box.



- d Click here to make X appear in check box.

The Whole Word option indicates that you don't want to change words that have "we" embedded in them, such as "well."

- 4 Click the Change All button to change all occurrences of "we" to "Going Places."
- 5 When you see a message asking "Continue changing from beginning of document?" click Yes.

Notice the new information in the lower-left corner of the window when Word finishes this action.

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Now that you've changed all occurrences of "we," you can close the Change dialog box.

- Click the Cancel button.

The Cancel button closes the dialog box, but doesn't discard the changes you've made.

**Close the dialog box**

You may have noticed that there are several buttons in the Change dialog box, some of which change in different circumstances. For complete information about changing text with this command, see "Change Command" and "Finding and Changing" in *Reference to Microsoft Word*.

## Finding Text

Now you need to go back and make sure that the verbs agree with their subjects in all the changed sentences. In some cases, you will not need to change anything. In cases where you do need to make a change, the kind of change needed may not always be the same. For this type of operation, you should use the Find command instead of the Change command.

To find all occurrences of "Going Places":

- 1 Scroll to the beginning of the document.
- 2 Position the insertion point just to the left of "Going."
- 3 Choose the Find command from the Search menu.  
Notice the text in the Find What text box. The Find and Change commands share the "Find What" text.
- 4 Replace "we" by typing *Going Places*
- 5 Click the Start Search button.
- 6 The title is okay as is, so click the Find Next button.  
If the Find dialog box is covering text you need to see, you can drag the box by the title bar until it is out of the way.

**Find "Going Places"**

You need to change "know" to "knows" in the sentence that begins "Going Places know..."

- 1 Click in the document window so you can edit.
- 2 Click just after the "w" in "know" to position the insertion point.
- 3 Type s

The Find dialog box isn't visible now, but you need to check the rest of the occurrences of "we" that you changed to "Going Places."

- 1 Choose the Find command from the Search menu again.  
Notice that the text in the Find What text box is the same as it was for the last search.
- 2 Click the Start Search button to continue the search.

This sentence, which contains "...Going Places can help," is okay, so go on to the next occurrence.

To continue:

- 1 Click the Find Next button.
- 2 Check the text for any needed corrections.

**Remember**

To make a correction:

- 1 Click in the document window to activate it.
  - 2 Position the insertion point.
  - 3 Correct the text.
  - 4 Choose Find from the Search menu.
  - 5 Click Start Search to continue.
- 3 Continue clicking the Find Next button and checking the text until you get to the end of the document.
  - 4 When you see a message asking "Continue search from the beginning of the document?" click No.

Now that you've finished finding, you can close the Find dialog box.

---

Close the dialog box

- 1 Click the Cancel button.

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## Saving Your Revisions

Now that you've revised this document, you'll want to save the changes so you don't have to repeat them.

To save changes to an existing document:

- ☐ Choose the Save command from the File menu.  
Notice that Word does not ask you for a document name when you choose Save to save a previously named document.

The document remains open so that you can continue working on it.

**Save your changes**

### 3 Change the Appearance of Your Document

With Microsoft Word, there are many ways you can change the appearance of your document. In this chapter, you'll learn a few of these ways, such as changing a paragraph's indentation and the way it is aligned within the margins, and changing the shape and size of the characters for emphasis.

This chapter describes:

- Centering paragraphs
- Indenting paragraphs
- Making characters bold
- Making characters larger

#### Before You Begin

If the document named TRAVEL is not on the screen, you need to open it before continuing.

#### Remember

To open TRAVEL:

- ① Choose the Open command from the File menu.  
If the Sample Documents folder is not listed, click Drive.  
If it is still not listed, click Eject, then replace the ejected disk with your Word Utilities disk.
- ② Double-click Sample Documents in the list box.
- ③ Double-click TRAVEL in the list box.

## Centering Paragraphs

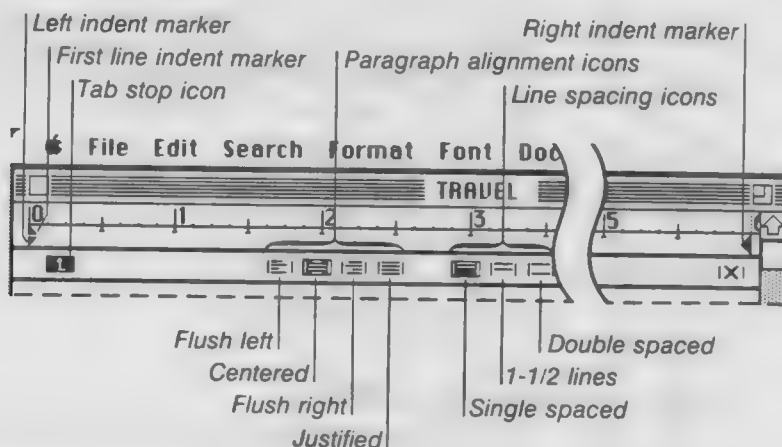
The president of Going Places wants you to emphasize the title of the travel brochure. To provide emphasis, you can center the title between the margins.

To practice centering a paragraph, you will select the title, "Travel Sense," then center it using the ruler.

To center the title, "Travel Sense":

### Center the title

- 1 Choose the Show Ruler command from the Format menu.



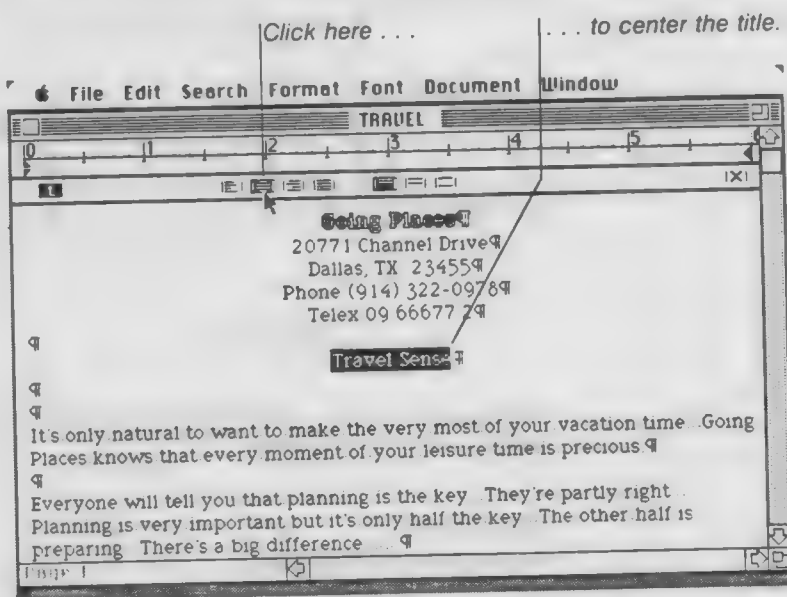
Don't worry for now about all the icons and markings on the ruler. They will be explained as you need them.

- 2 Select the title, "Travel Sense."

**Note** From now on, the instructions will say only "select" or "point" and will not usually give every detailed step for selecting or pointing unless a new method is introduced.



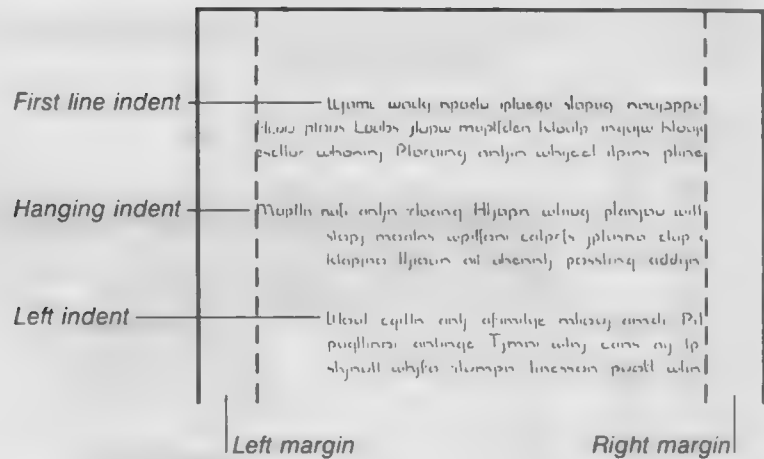
- 3 Point to the ruler, then center the paragraph as shown in the following illustration:



## Indenting Paragraphs

To add some flair to the brochure, you might want to indent the first line of some of the paragraphs, then make other paragraphs numbered points.

Indenting means moving the edge of the text away from the margins toward the center of the page. Some common indentations are shown in the following illustration:



The next two sections will give you practice with indenting paragraphs two different ways.

### Remember

As you practice indenting:

- To reverse an action you don't like, choose the Undo command from the Edit menu.

### Indenting the First Lines

For a less blocky look, you can indent the first line of the five paragraphs at the beginning of the brochure.

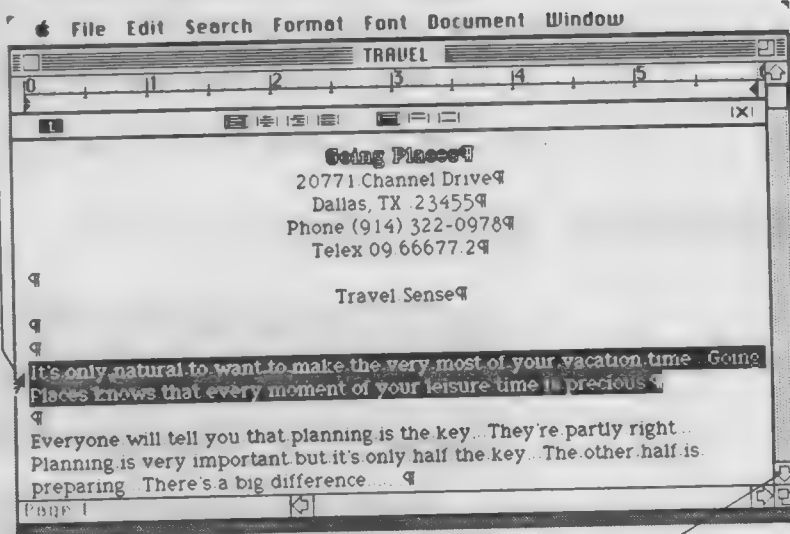
To select the first five paragraphs, you need to learn how to select text that is longer than a screenful. This procedure explains how to make longer selections.

To select extensive text:

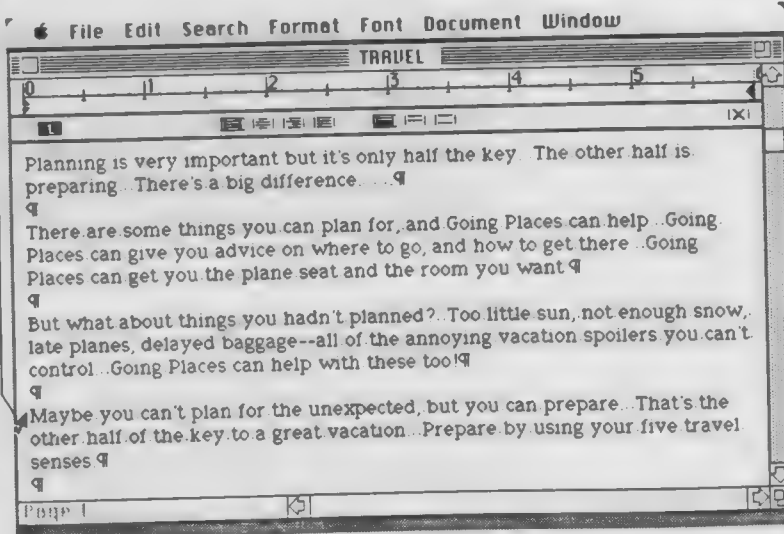
- 1 Select the paragraphs, as shown in the following illustration:

## Select the paragraphs

- a Point here.  
 b Double-click.  
 You used this technique in Chapter 2  
 to select a paragraph to move it.



- c Then, scroll . . .  
 . . . to here.  
 d Point here.  
 e Hold down Shift while you click.  
 Notice what happens to the selection.



The technique you just used is called extending the selection.

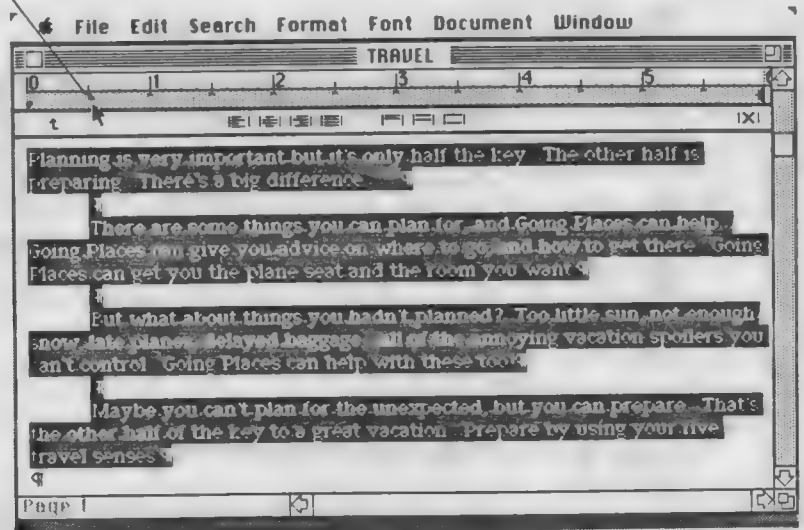
- 2 Now look at the ruler again and locate the first line indent marker.

Notice the two small triangles at the left end of the ruler. The upper triangle controls the first line indent. To refresh your memory about the parts of the ruler, look again at the illustration of the ruler in "Centering Paragraphs" at the beginning of this chapter.

- 3 Indent the first lines, as shown in the following illustration:

#### Indent the first lines

Drag upper triangle to the 1/2-inch mark, then release mouse button . . .



. . . to indent the first lines.

Be sure to place the tip of the mouse pointer on the upper triangle so you don't drag both triangles.

If you dragged both triangles, drag them back to beginning of ruler or choose Undo from the Edit menu, then try again.

#### Remember

To extend a selection:

- 1 Select the beginning of the text.
- 2 Scroll, if necessary, to the end of the text you want to select.
- 3 Hold down the Shift key and click the mouse button.

**Remember**

To indent a paragraph:

- 1 Select the paragraph.
- 2 Drag the appropriate indent marker (triangle) on the ruler.

**Practice Indenting Again**

Now indent the first line of the last paragraph of the brochure so it matches the first five paragraphs:

- 1 Scroll to the last paragraph in the document, which begins "Going Places wants..."
- 2 Select the paragraph.
- 3 Drag the upper triangle on the ruler to the half-inch mark and release the mouse button.

**Creating a Hanging Indent**

The paragraphs describing the five travel senses will stand out more clearly if you number each one. Once the paragraphs have numbers, you can change the indent to make the numbers stand out beside the text (instead of being buried in it).

To make the numbers stand out, you can use hanging indents. A hanging indent has all lines of a paragraph indented except the first line. For an illustration of a hanging indent, see "Indenting Paragraphs" earlier in this chapter.

To add numbers to the paragraphs:

- 1 Scroll to the paragraph that begins "Be sure you have..."
- 2 Click to position the insertion point before the "B" in "Be."
- 3 Type 1 and a period, then press the Tab key.  
Notice the arrow that appears when you press the Tab key.
- 4 Number the next paragraph by typing 2. and pressing the Tab key.
- 5 Repeat these steps for the other three "sense" paragraphs.

---

**Add numbers**

### Indent the paragraphs

To create hanging indents:

- 1 Select the paragraph numbered 5.
- 2 Scroll back to the paragraph numbered 1.
- 3 Hold down the Shift key while clicking to extend the selection to the five numbered paragraphs.

You used this technique in the opposite direction to select paragraphs when you indented only the first lines. To refresh your memory, see "Indenting the First Lines" earlier in this chapter.

- 4 Create a hanging indent, as shown in the following illustration:

### Drag the triangles

- a Point to lower triangle.
- b Drag to 1 1/4-inch mark.

Notice that both triangles move when you point to lower one.



- c Drag upper triangle back to 0.



Notice that the text after the tab mark automatically lines up at the hanging indent.

### Remember

To create hanging indents:

- 1 Move both indent markers to the right to the hanging indent point.
- 2 Move the first line indent marker back to the left.

### Hiding the Ruler

Now that you've finished indenting paragraphs, you can hide the ruler again. Hiding the ruler allows you to see more lines of text.

To hide the ruler:

- 1 Choose the Hide Ruler command from the Format menu.

Hide the ruler

### Making Characters Bold

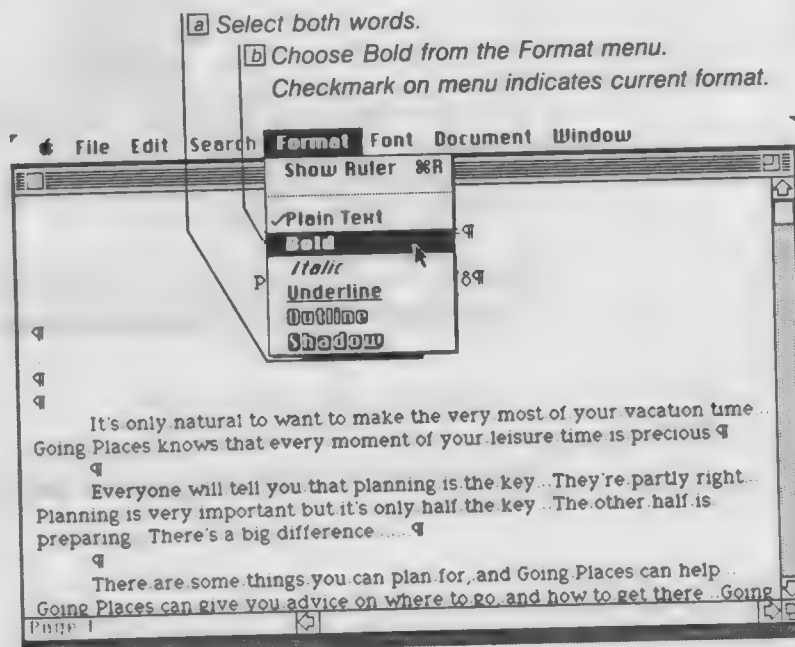
For more impact, you can make the title, "Travel Sense," bold.

To change the appearance of characters, you will select the title and choose the character format you want.

To make "Travel Sense" bold:

- 1 If necessary, scroll to the beginning of the brochure so that you can see the title, "Travel Sense."
- 2 Make the title bold, as shown in the following illustration:

Make the title bold



Notice that the appearance of the characters has changed and that the highlight stays unchanged.

## Making Characters Larger

The title of the brochure would be even more emphatic if it were larger.

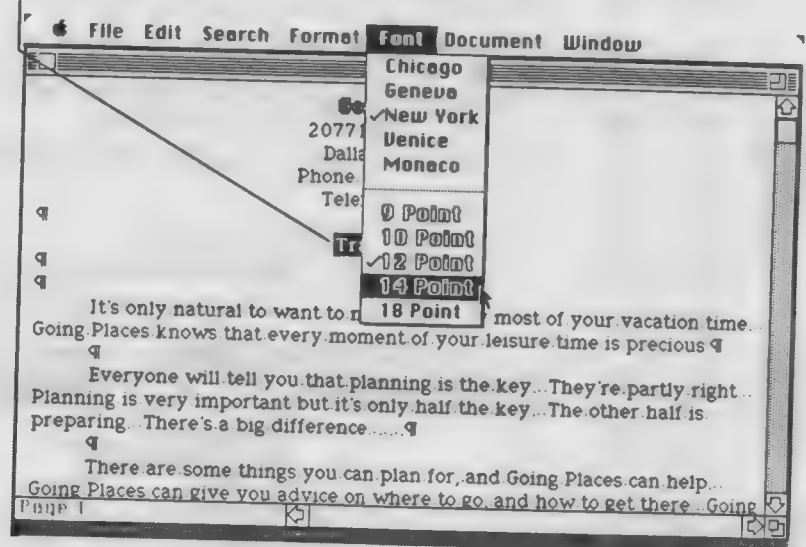
You can change the font size by using the Font menu.

To make the title larger:

- Follow the procedure in the following illustration:

**Make the title larger**

- a If not selected already, select both words.
  - b Choose 14 Point from the Font menu.
- Checkmarks indicate current font and size.



Notice the new size of the title.

Note that you can apply more than one format to the same characters.

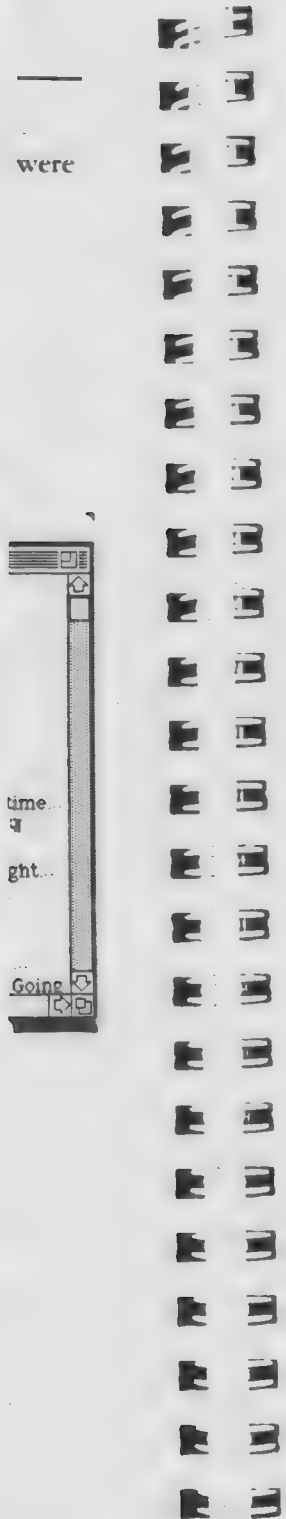


**Remember**

To format characters:

- 1 Select the characters you want to format.
- 2 Choose the formats (style, font, and size) you want from the Format and Font menus.  
Checkmarks on the Format and Font menus indicate the current format of the selection.

Now you're ready to go on to the next chapter, where you'll finish your work on the travel brochure by saving and printing the document.



## 4 Finish Your Work

After typing, editing, and formatting the travel brochure, you should save your work. After saving the brochure, you'll want to print it so it can be given to your customers.

This chapter describes:

- Saving your document while keeping an earlier version
- Printing with Word
- Quitting Word

---

## Saving Your Work

Because you added the flair of indented first lines and hanging indents to the brochure on your own initiative, you might want to save this version as a separate document along with the previous version.

To save a document and keep the previous version:

---

### Save the document

- 1 Choose the Save As command from the File menu.
- 2 Click the Make Backup option.
- 3 Click the Save button.
- 4 When you see a message asking if you want to replace the existing TRAVEL document, click Yes.

You now have two versions of the travel brochure on your disk. The version with the latest formatting changes is named TRAVEL. The earlier version (back in time) is named "Backup of TRAVEL." To confirm these names and see that Word made a backup copy, choose the Open command from the File menu and look through the list box.

---

## Printing with Word

Now that you've saved the document, you're ready to print. First, you need to prepare the printer and Word for printing, then you can print the document.

This section describes printing with the Apple ImageWriter. If you have a different printer, see "Printing Documents" in *Reference to Microsoft Word*.

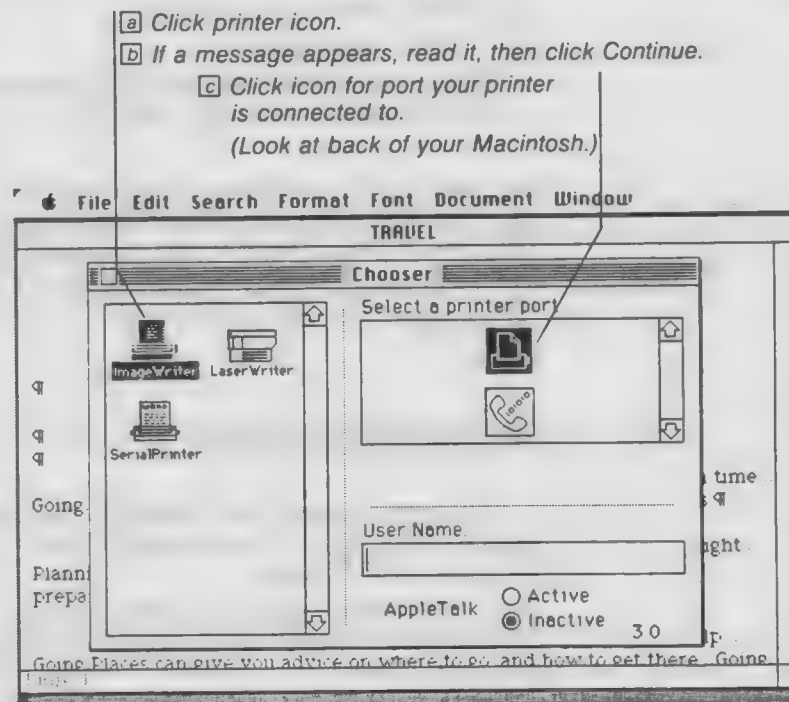
### Printing for the First Time

Before you print your first document with Word, you need to take a few preliminary steps. Once you take these steps, you will not need to take them again except for special cases, such as to change your type of printer or for unusual print jobs.

To prepare for printing, take these steps:

- 1 Make sure your printer is properly connected to your Macintosh, has paper inserted, is plugged in, and is turned on. See your printer manual for instructions.
- 2 Choose the Chooser command from the Apple menu.
- 3 Click ImageWriter and port, as shown in the following illustration:

### Select your printer

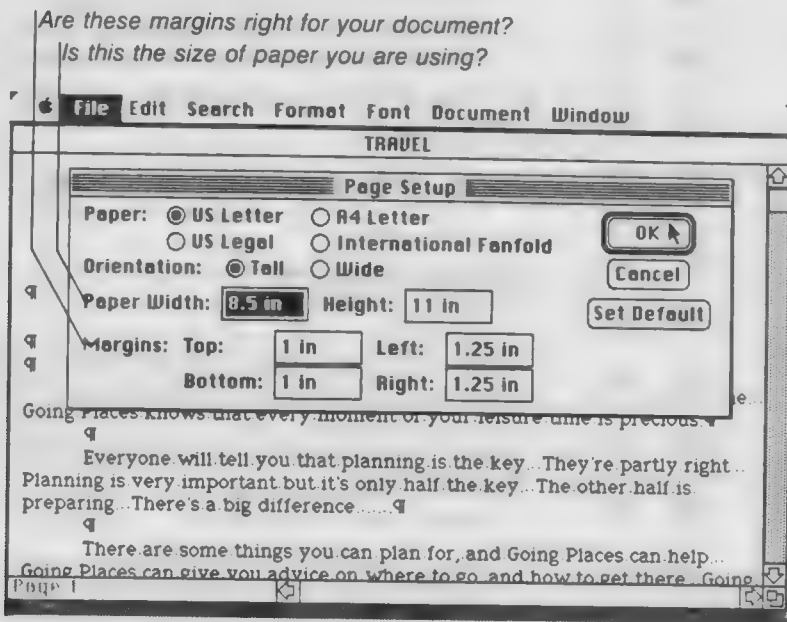


If your printer is not shown, click the name of the printer that is compatible with your printer. You may need to consult your printer dealer about this.

- 4 Click the close box for the Chooser dialog box.
- 5 Choose the Page Setup command from the File menu.

- 6 Consult the following illustration for the items you need to check:

Check these items



If incorrect, select text box, then type correct size.

- 7 Click OK.

Your printer, your Macintosh, and Word should now be ready to print your document.

The steps for printing are listed in the next section.

### Routine Printing: After Setting Up

After you have prepared your printer, your Macintosh, and Word, printing your document is straightforward.

**Important** If you have not yet taken the steps listed in the previous section, "Printing for the First Time," take them now so that Word prints your document correctly.

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To print your document:

- 1 Make sure the TRAVEL document is open.  
If TRAVEL is not open, choose the Open command from the File menu, double-click the Sample Documents folder in the list box, then double-click TRAVEL in the list box.
- 2 Choose the Print command from the File menu.
- 3 Click OK.

Word prints one copy of the entire document.

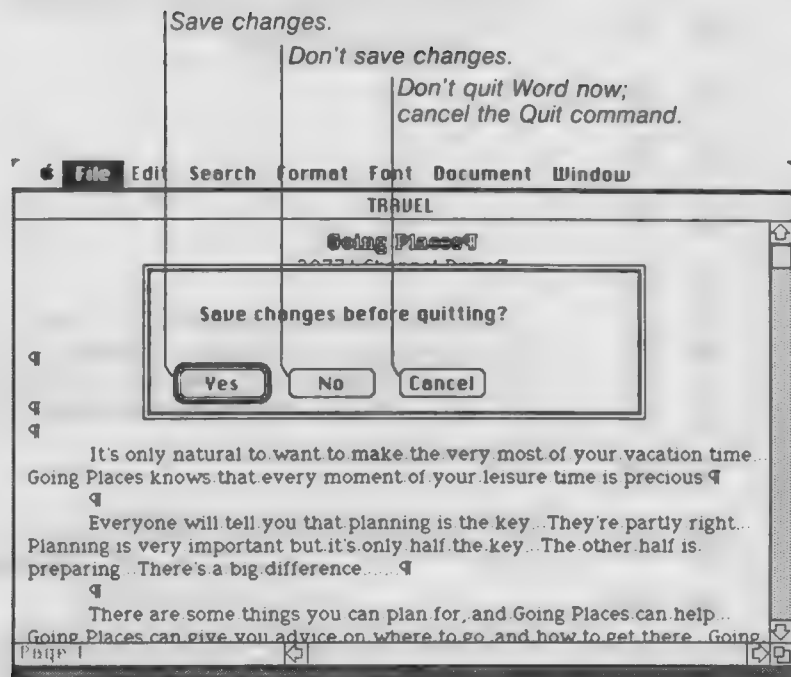
**Print TRAVEL**

## Quitting Word

At this point, you can continue practicing with Word, or you can quit. If you want to continue practicing, do not quit Word. Go on to the next chapter, "Practices with Model Documents," which contains sample documents that show you more things you can do with Word.

If you want to quit for now:

- 1 Choose the Quit command from the File menu.  
Word displays this dialog box:



2 Click the appropriate button.

This ends your Word session.

## 5 Practices with Model Documents

Chapters 1–4 showed you some basic word processing techniques: typing, selecting, editing, formatting, printing, and saving text. In this chapter, you'll put those techniques together with new ones to create or finish four model documents.

The model documents are:

Model	Techniques shown
Letter	Formatting paragraphs and characters. Checking your spelling.
Form letter	Merging information from two documents to create multiple versions of the form letter.
Report	Using tabs to create a simple table. Creating footnotes. Creating a header. Inserting a page number and date in a header.
Article	Previewing a document to see the page layout. Adding page numbers in page preview. Resetting margins in page preview. Adjusting page breaks in page preview.



## Letter

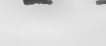
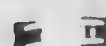
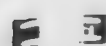
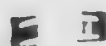
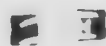
A letter generally contains these elements:

### Model letter

Salutation	Inside address	Letterhead	Date												
		Private Collections, Ltd. P.O. Box 29018 Augusta, Maine 04337	November 9, 1986												
	R B Newmann 1916 Valley Ridge Road Milwaukee, Wisconsin 53207														
	Dear R B Newmann														
	This is in reply to your letter of October 14th														
	We are not aware of any direct approach to literary works by the group you are interested in. As a general strategy, you might begin by paying a visit to your local public library and consulting the Library of Congress Catalog--Subjects under the heading CIVIL WAR. Look specifically under the subdivisions FICTION, LITERARY COLLECTIONS, PERSONAL NARRATIVES, and POETRY.														
	Here are the names of four contacts who may be able to help you further														
	<table border="0"> <tr> <td>Rare Books, Inc</td> <td>M G Woolton</td> <td>20 Manor Way, Newport, CN 56132</td> </tr> <tr> <td>The Scrivener</td> <td>T D Scherrer</td> <td>42 Brandy Dr., Chicago, IL 65220</td> </tr> <tr> <td>The Bindery</td> <td>F R Brown</td> <td>977 - 145th St. Seattle WA 90228</td> </tr> <tr> <td>1st EDITIONS</td> <td>Robert Mann</td> <td>Box 11, Washington, DC 20123</td> </tr> </table>			Rare Books, Inc	M G Woolton	20 Manor Way, Newport, CN 56132	The Scrivener	T D Scherrer	42 Brandy Dr., Chicago, IL 65220	The Bindery	F R Brown	977 - 145th St. Seattle WA 90228	1st EDITIONS	Robert Mann	Box 11, Washington, DC 20123
Rare Books, Inc	M G Woolton	20 Manor Way, Newport, CN 56132													
The Scrivener	T D Scherrer	42 Brandy Dr., Chicago, IL 65220													
The Bindery	F R Brown	977 - 145th St. Seattle WA 90228													
1st EDITIONS	Robert Mann	Box 11, Washington, DC 20123													
	Your project seems an ambitious and useful one. I wish you well with it and look forward to its publication														
	Very truly yours,														
	Frank J Lerner Private Collections, Ltd														
	Complimentary close and signature														
	Body														

Proper placement of these elements is almost as important as their content.

Now, the question is: "How do I get my letter to look like the model?" It's easier than you might think.



## Creating the Letter

To create the letter and transform it from straight text to final form, you will:

- Type the letter, inserting tabs where appropriate.
- Format the letter, using the ruler and commands from the Format menu.
- Check for spelling errors in the document.

### Before You Begin

- 1 Start Word.

— or —

If Word is already started, close any open document windows.

- 2 Choose the New command from the File menu to create a new document.
- 3 If the ruler is not showing, choose the Show Ruler command from the Format menu.

### Typing and Formatting the Letter

To create the model letter:

- Type the model letter, as shown in the following illustration. Make a few typing errors so you can practice correcting them when you check the spelling in the document.

tant as

like the

Type the letter

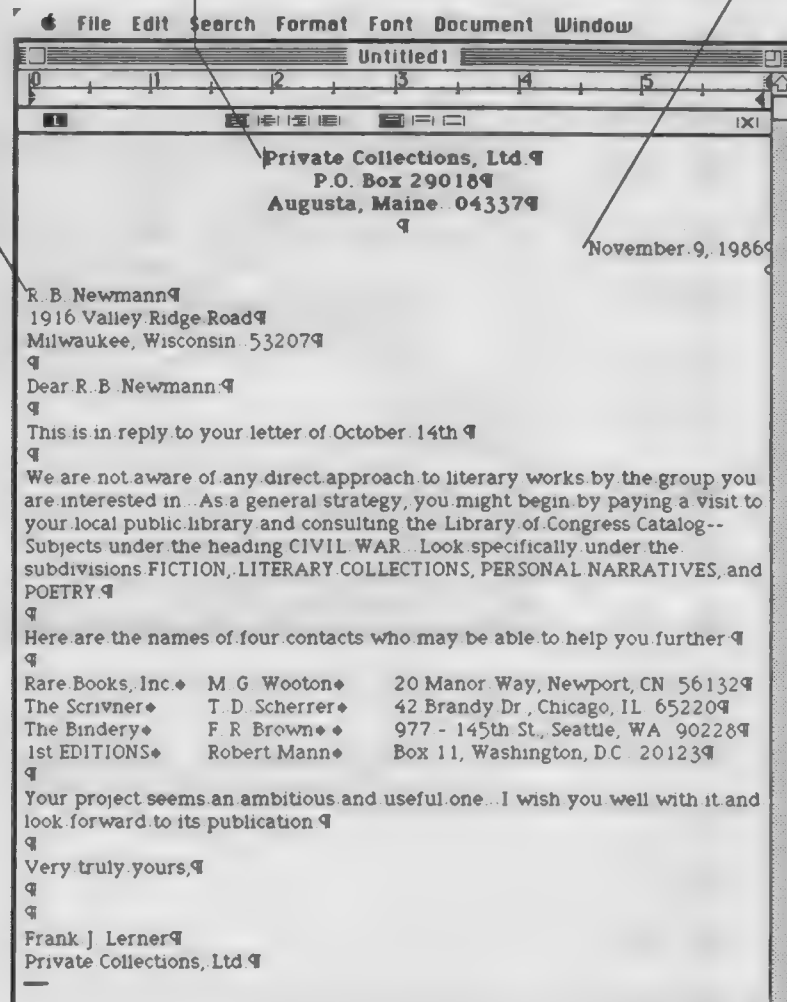
¶ means press Return.

◆ means press Tab.

Before starting to type, click center alignment icon, then choose Bold from the Format menu.

Click flush right icon here, then choose Plain Text from the Format menu.

Click flush left icon here.

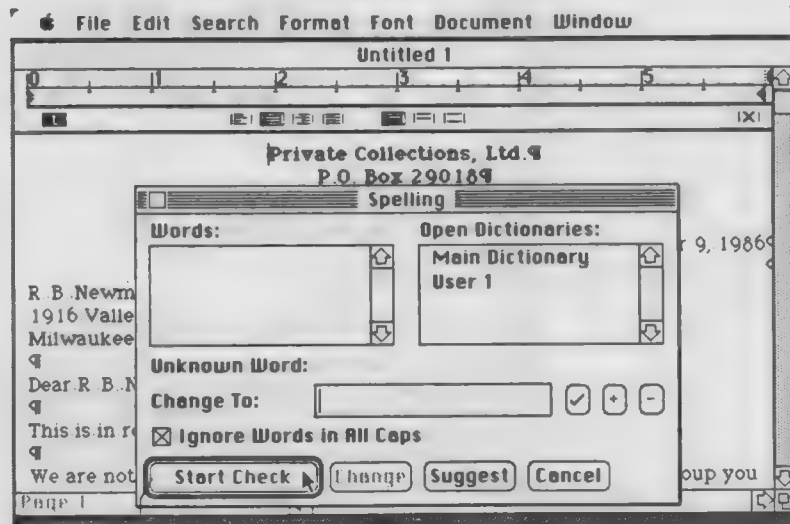


## Checking Your Typing and Spelling

Before printing the letter, you'll want to check for typing and spelling mistakes.

To check for misspelled words:

- 1 Position the insertion point at the beginning of the document.
- 2 Choose the Spelling command from the Document menu.  
Word displays a dialog box and checks the first word in the document.
- 3 Continue to check your spelling, as shown in the following illustrations:

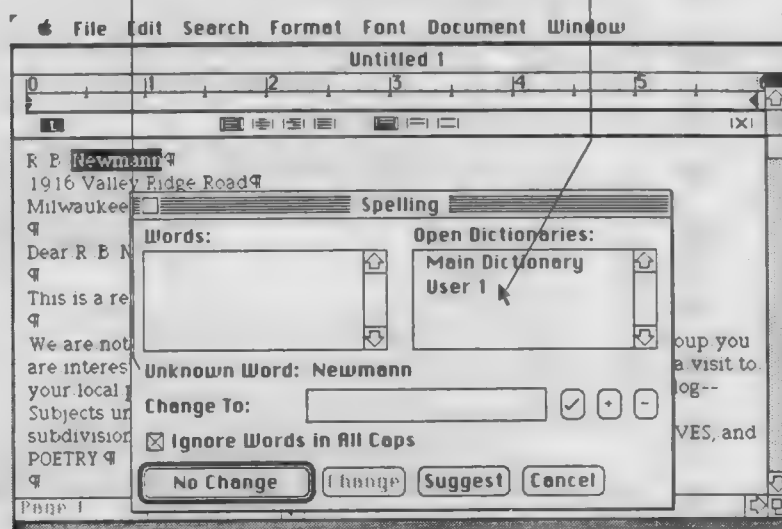


[Click here to continue.](#)

If you didn't misspell any words in the first four lines you typed, the first word that Word will find is "Newmann."

Word doesn't recognize people's names.

**[b]** Select dictionary name to indicate where to add unknown word.

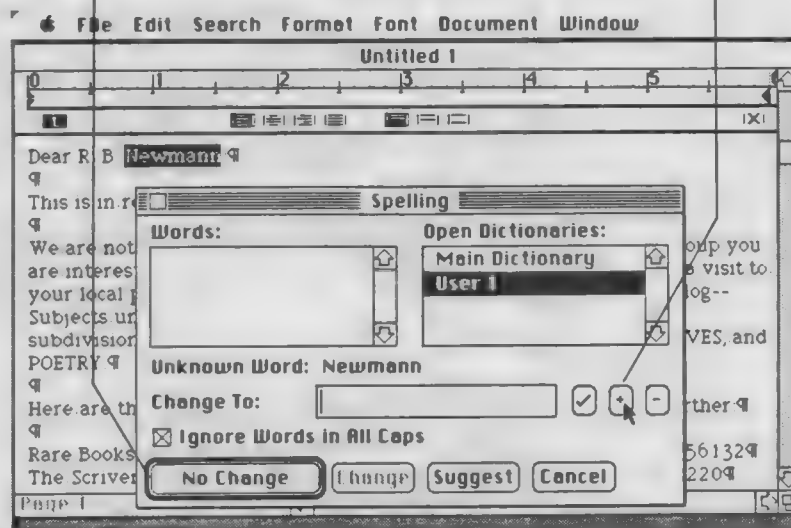


You'll want to add the word "Newmann" to the User 1 dictionary so that Word will recognize it as correct the next time you check spelling.

Note that you cannot make changes to the Main Dictionary.

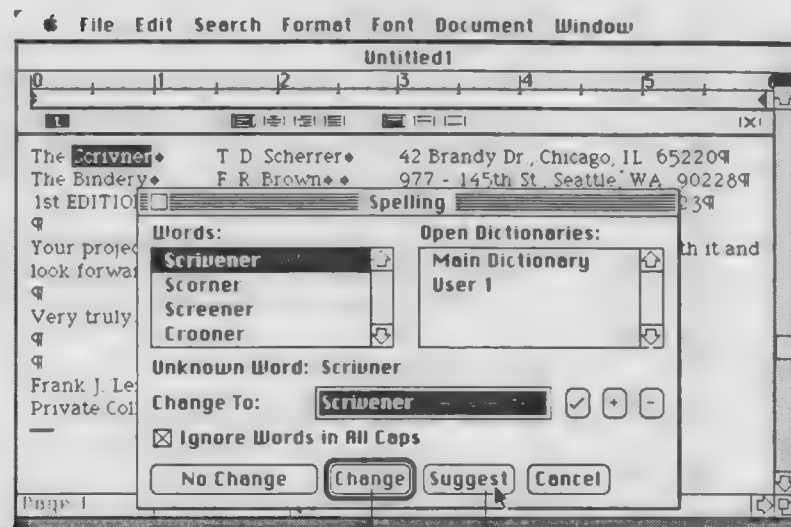
☒ Click here to add name to your dictionary.

☒ Click here to continue checking.



That's all you need to do when the unknown word is spelled correctly. The following example illustrates how to deal with a word that is really misspelled.

er 1 diction-  
xt time you  
ctionary.



**f** Click here to correct spelling and to continue checking the rest of the document.

**e** Click here to see a list of possible words. If no words are listed, type corrections yourself in Change To text box.

As you check the spelling in the rest of your document, remember that you have three choices for each unknown word: You can add the unknown word to a dictionary, change the word, or specify no change.

- 4** When you see a message asking if you want to continue checking from the beginning of the document, click No to end the spelling check.
- 5** Choose the Save As command from the File menu.
- 6** Type *LETTER TO NEWMANN* then click the Save button.
- 7** If you want to print the letter, choose the Print command from the File menu.

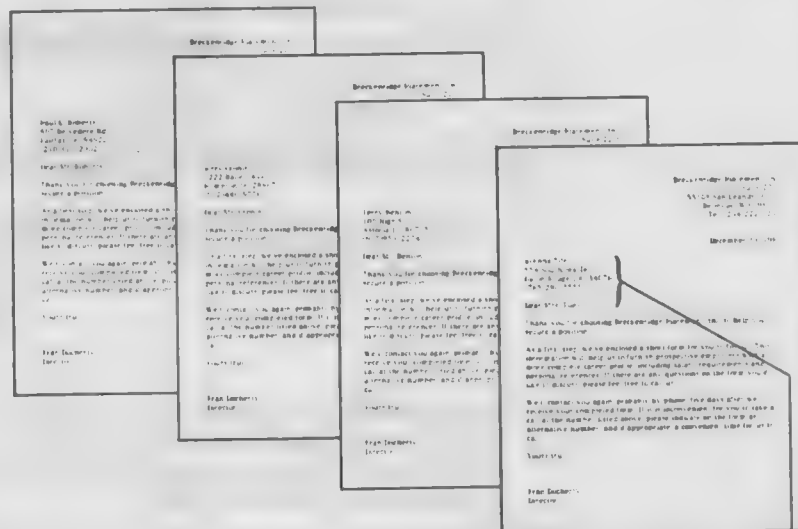
For more information about spelling, see "Spelling" and "Spelling Command" in *Reference to Microsoft Word*.

## Form Letter

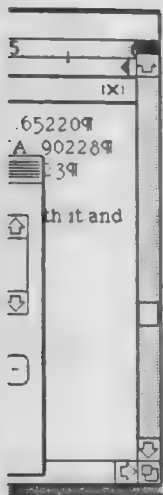
You may want to create one letter and address it to a hundred different clients. With Word, creating many versions of a form letter is faster and easier than typing each variation separately. Word's Print Merge command lets you customize a single document to send to different people.

This model form letter is typical of those sent out by executive recruiting agencies. Every client receives this initial letter. Except for the client's personal information, the letters are identical.

Model form letter



These parts change for each letter.



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id "Spelling



## Creating the Form Letter

To create form letters, you will:

- Create the letter, putting in merging instructions (main document).
- Create a document containing the name, address, and salutation for each client (data document).
- Combine, or merge, the two to produce customized letters, using the Print Merge command from the File menu.

### Before You Begin

- 1 Start Word.

— or —

If Word is already started, close any open document windows.

- 2 Choose the New command from the File menu to start a new document.
- 3 If the ruler is not showing, choose the Show Ruler command from the Format menu.

### Creating the Main Document

The main document contains the text of the form letter that is the same for all letters. In addition, you will insert an instruction (DATA) that names the data document, and you will insert field names to indicate where you want to insert the information from the data document that is different in each letter, such as the addressee's name and address. You type the main document only once.

To create the main document:

- Type and format the letter, as shown in the following illustration:

## Create the letter

Press Option-\ (backslash) to see «symbol.  
Press Shift-Option-\ to see »symbol.

[a] Press Option-\.

[b] Type DATA command  
and name of data  
document to be merged in  
(separated by a space).

[c] Press Shift-Option-\,  
then press Return.

[d] Click flush right icon  
before starting to type letter.  
Be sure to press Return  
as shown here.

«DATA:clients»

Breckenridge Placement, Inc.  
Suite 22-B  
55108 San Leandro Drive  
Bellevue, WA 98006  
Tel: (234) 222-1234

December 13, 1986

«name»  
«street»  
«city state.zip»  
«phone»  
Dear «fullname»  
Thank you for choosing Breckenridge Placement, Inc. to help you secure a position.  
As a first step, we've enclosed a short form for you to fill out. This information will help us to furnish prospective employers with a more complete career profile, including salary requirements and personal references. If there are any questions on the form you'd like to discuss, please feel free to call us.  
We'll contact you again, probably by phone, five days after we receive your completed form. If it is inconvenient for you to take a call at the number listed above, please indicate on the form an alternative number, and if appropriate, a convenient time for us to call.  
Yours truly  
Fran Docherty  
Director

Words between «and» are field names.

[f] Remember to type this colon.

[g] Type this text, which is the same for all versions of the form letter.

[e] Click flush left icon before continuing to type.

### Save the letter

- 1 Choose the Save As command from the File menu.
- 2 In the Save Current Document As text box, type *First Response*, then click the Save button.

### Creating the Data Document

Now you need to create a data document containing the names and addresses of your clients.

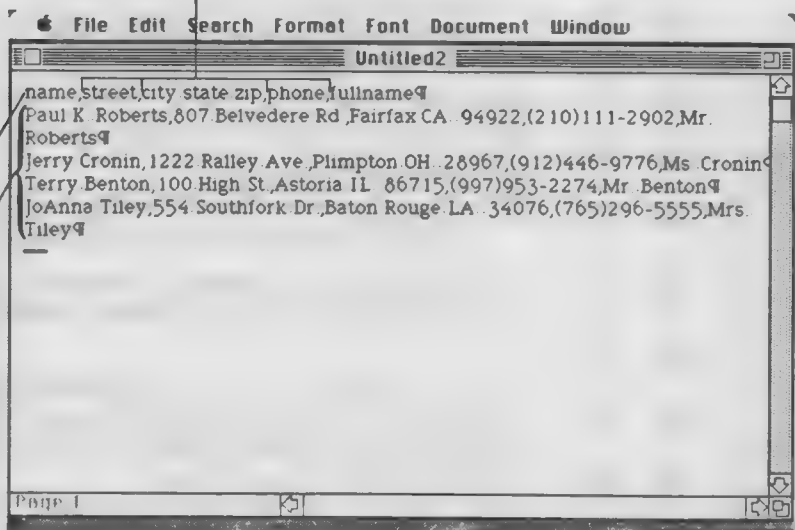
The data document contains the information that will be inserted into the main document in place of the field names when the form letters are printed.

To create the data document:

### Create the data document

- 1 Choose the New command from the File menu.
- 2 Type the data document, as shown in the following illustration:

Separate field names and field data with commas.  
**Important** Press Return only at end of record, not at end of each line.



Data records, one for each form letter you want to print  
 Header record (field names)  
 Field data appears in same order as associated name in header record.

It's all right if the records wrap to the next line. Make sure you press the Return key only at the end of each record.

- 3 Choose the Save As command from the File menu.
- 4 Type *clients* in the Save Current Document As text box.

**Remember**

This name must match the name you entered for the DATA instruction at the top of the main document.

- 5 Click the Save button.

**Printing the Form Letters**

Now you can merge the two documents and print your form letters.

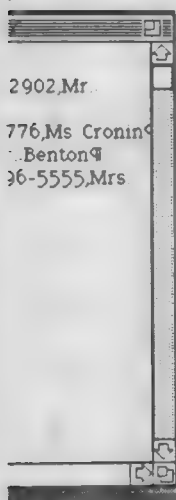
You'll print as many form letters as there are records in the data document. In this case, four records yield four form letters.

To print the model form letter:

- 1 If you don't have the First Response document in the active window, either click in the window that contains it or choose First Response from the Window menu.  
The First Response and clients documents need to be on the same disk and in the same folder.
- 2 Choose the Print Merge command from the File menu.
- 3 Click the All option to print letters for all addressees.
- 4 Click the Print button.
- 5 When you see the Print dialog box, make sure the All option is clicked, then click OK to start merging and printing.

Word prints the form letters in the order of the data records in the data document: Roberts, Cronin, Benton, Tiley.

Word can handle many more possibilities for form letters and other similar documents. For more information on merging, see "Form Letters," "Mailing Labels," and "Print Merge Command" in *Reference to Microsoft Word*.

**Print the letters**

ke sure  
cord.

## Report

A page from a model financial report demonstrates how to set up:

- A simple table
- Footnotes
- Headers with page numbers and the date of printing

### Model report

Addendum

11/20/86

#### D. Significant Accounting Policies

The accompanying financial statements include accounts of the Company and all of its subsidiaries except its three finance subsidiaries.<sup>1</sup> The finance subsidiaries are accounted for by the equity method, and their profit is included in the consolidated results of operations as a separate item. The consolidated financial position describes the cost of the Company's investments in its financial subsidiaries in addition to the degree of profit retained by them.

#### E. Property, Plant, and Equipment

The Company has purchased an existing 250,070 square foot facility on a 32-acre site in nearby German Hills, New York, for approximately \$5,000,000. In mid-1986, after certain modifications and renovations are completed, the Company will move all of its U.S. manufacturing, research and development operations, and its corporate headquarters into this new building. The existing plant, in Redmond, New York, is currently being offered for sale or lease.

#### F. Loans to Officers

In fiscal 1980, the Board of Directors authorized loans aggregating \$300,000 to certain officers to purchase common stock of the Company on the open market. The loans bear interest at 4.75% but were granted with the intention that they and the interest accruing thereon be forgiven over the long term of the officers' subsequent employment with the Company.<sup>2</sup>

#### G. Debt Obligation

The aggregate amounts of maturities of long-term debt in each of the six fiscal years subsequent to September 30, 1978, are:<sup>3</sup>

Year	Amount	Year	Amount
1979	\$145,000	1982	\$184,000
1980	\$147,000	1983	\$187,000
1981	\$159,000	1984	\$188,000

#### H. Foreign Exchange

<sup>1</sup>Section K contains financial information on the finance subsidiaries.

<sup>2</sup>The loan agreements provide that, as long as the officers remain employees of the Company, the Company will annually forgive 4.75% of the original loan amount as well as the interest that accrued on the loan during the year.

<sup>3</sup>Refer to Section R for specific details.

An unfinished version of this report is stored in the Sample Documents folder on your Word Utilities disk.

to set up:

## Finishing the Model Report

To enhance and finish the model report, you will practice adding a simple table, footnotes, and headers with page numbers and the print date in them.

### Before You Begin

- 1 Start Word.

— or —

If Word is already started, close any open document windows.

- 2 Choose the Open command from the File menu.

If the Sample Documents folder is not listed, click the Drive button.

If it is still not listed, click the Eject button, then replace the ejected disk with your Word Utilities disk.

- 3 Double-click Sample Documents in the list box if it is not already open.

- 4 Double-click REPORT in the list box.

### Setting Up a Table

Item G of the report is missing the long-term debt figures. These figures will be easy to see and read if they are presented in a table.

To set up a table:

- 1 Scroll to Section G.

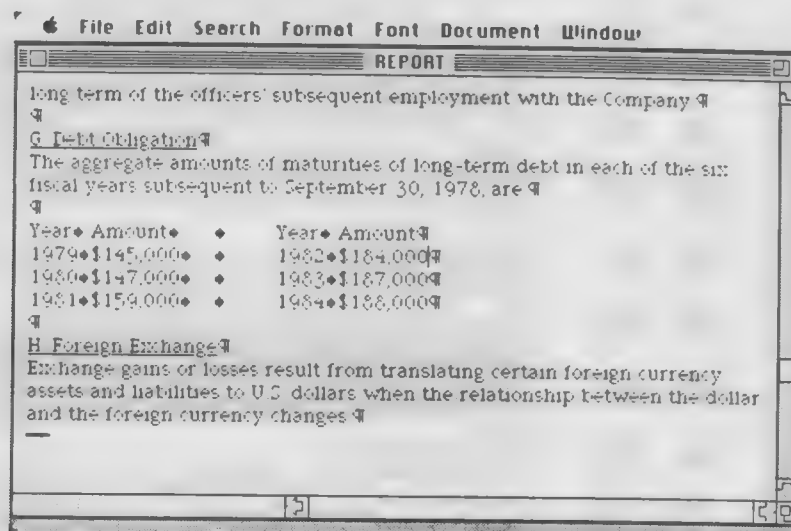
- 2 Position the insertion point in front of the middle ¶ in the three lines of blank space.

Sample Docu-

### Set up a table

- 3 Type the table entries, as shown in the following illustration:

◆ means press *Tab*.  
¶ means press *Return*.



Notice the table. The columns are aligned because the default tab stops set every 1/2 inch are in effect. But, they are too close together to be easily readable. You can set some new tab stops to allow more space between the columns.

To adjust the column spacing:

### Adjust the column positions

- 1 If the ruler is not showing, choose the Show Ruler command from the Format menu so that you can set tab stops.
- 2 Select the entire table.

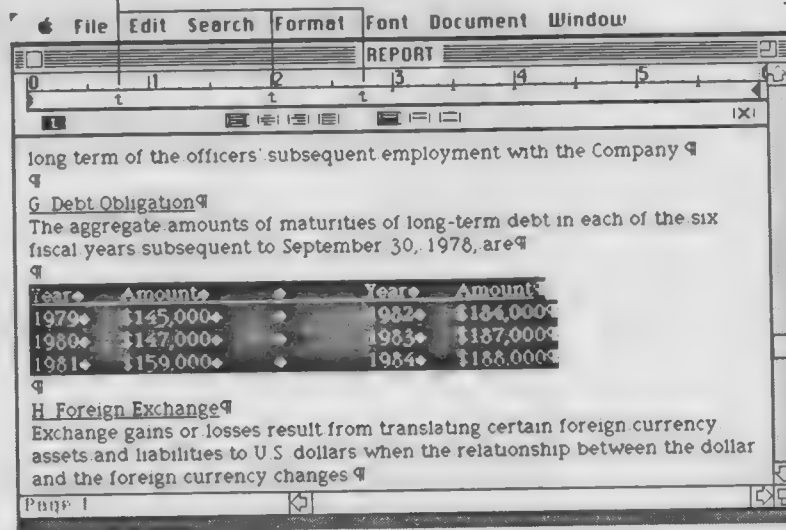
Illustration:



- 3 Separate the two sets of columns by setting tab stops, as shown in the following illustration:

Point under marker on ruler, then click to set.

Set tab stops at 3/4 inch, 2 inches, and 2-3/4 inches.



default  
too close  
tab stops to

If you think the column spacing could be further improved, move the tab stops until the table looks good to you. Experiment.

command  
is.

Adding underlining to the headings in the table will make them more visible.

To add underlining to the headings:

- 1 Select the first line of the table.
- 2 Choose the Underline command from the Format menu.

Add underlining

Now you are done with the ruler.

To hide the ruler:

- 1 Choose the Hide Ruler command from the Format menu.

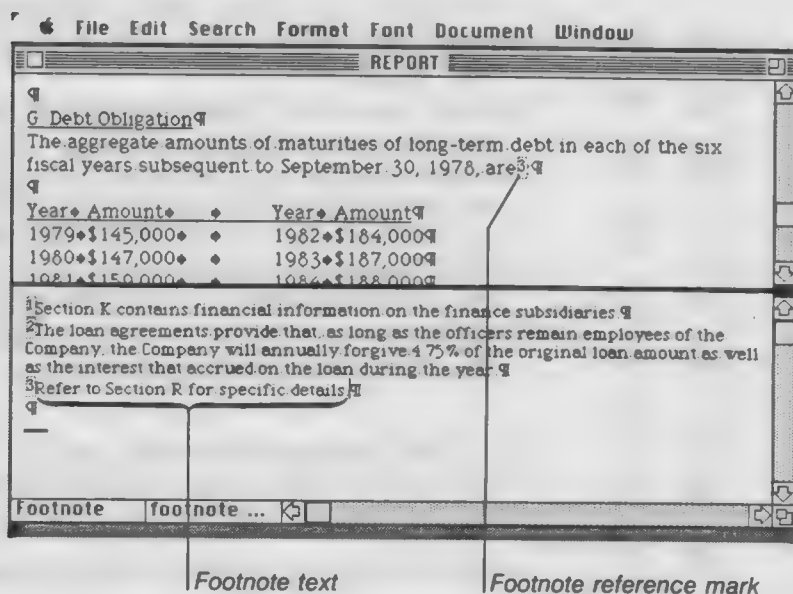
Hiding the ruler lets you see more of your document.



## Adding Footnotes

Several items on this page of the report have additional information that is appropriate for footnotes.

Footnotes consist of two parts:



You can't see the footnote text in the main document window during editing. The text appears in a special window.

To add footnotes:

### Add footnotes

- 1 Click after "subsidiaries" at the end of the first sentence in paragraph D to indicate where to insert the footnote reference.
- 2 Choose the Footnote command from the Document menu.
- 3 Click OK for an automatically numbered reference mark.  
Notice the number that appears in the text and in the new window, called the footnote window.  
When you select Auto-numbered Reference, Word numbers your footnotes automatically and rennumbers them if you add or delete any.

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- 4 Type the footnote text:

*Section K contains financial information on the finance subsidiaries.*

- 5 When you've finished typing, click in the document window to move the insertion point back into that window.

Notice that the footnote window remains open.

- 6 Position the insertion point at the end of paragraph F, after the word "Company."

- 7 Repeat steps 2 and 3, then type the footnote text:

*The loan agreements provide that, as long as the officers remain employees of the Company, the Company will annually forgive 4.75% of the original loan amount as well as the interest that accrued on the loan during the year.*

- 8 Scroll the document window, then click after "are:" just before the table in paragraph G, to insert the next footnote.

- 9 Repeat steps 2 and 3, then type the footnote text:

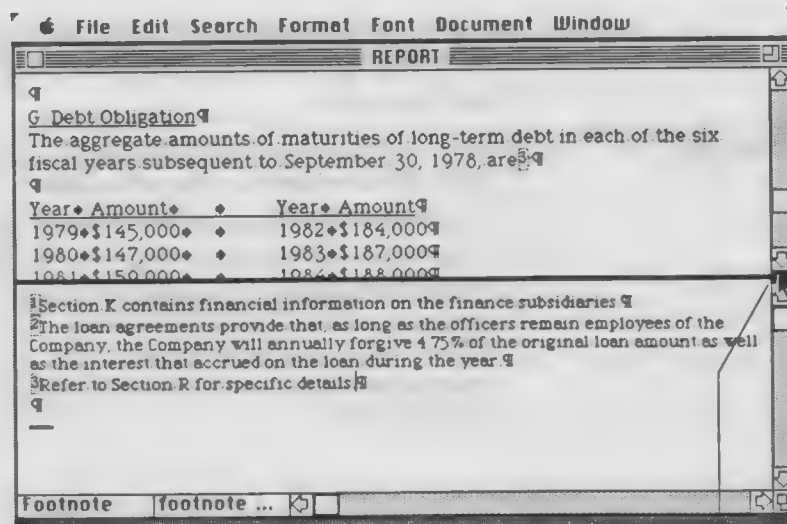
*Refer to Section R for specific details.*

When you've finished the footnotes, close the footnote window to recover the full window for viewing your document.

To close the footnote window:

- 10 Drag the split bar, as shown in the following illustration:

Close the footnote window



Drag split bar down to close footnote window.

### Adding a Header

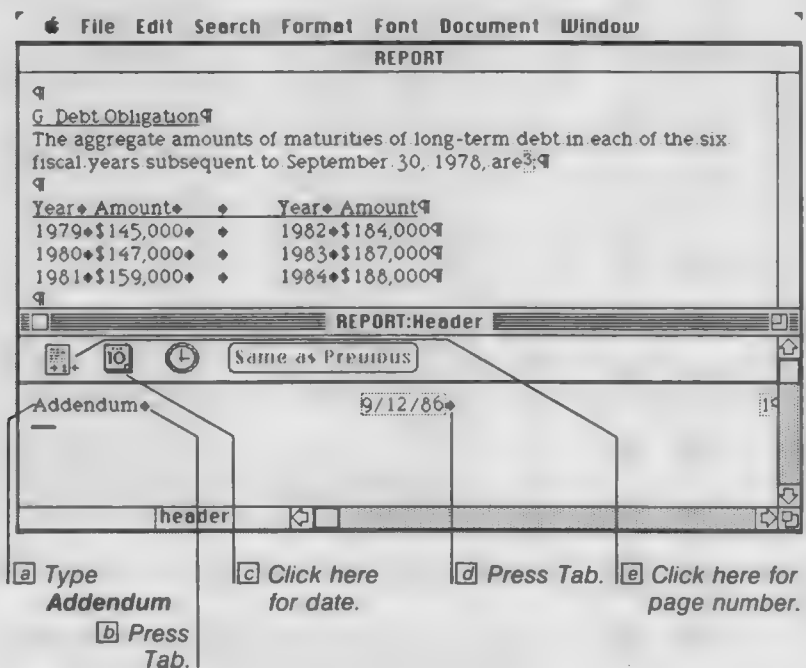
For a multiple-page document, such as this report, you will probably want text on each page that tells the name of the document, its date of printing, and the page number. Headers place this kind of text at the top of each page.

You can't see the header text in the main document window during editing. The text appears in a special window.

To add a header:

#### Add a header

- 1 Choose the Open Header command from the Document menu. Notice the new window.
- 2 Type the header and add the date and the page number, as shown in the following illustration:



- 3 When you've finished typing the header text, click the close box to close the header window.
- 4 When the Save header? alert box appears, click the Yes button.

## Article

For some documents, you may want to know which text will appear on which page so that you can adjust the page breaks. For example, you'd want to know this for a magazine article.

## Model article

### Overview of Modern Word Processing

With the first release of Microsoft Word in 1983, personal computer word processing users were introduced to a new vision of how word processing could be done. The initial thrust sliced away visible formatting codes that cluttered the text and made reading one's writing difficult. The second thrust sliced away the need to reformat lines. The third thrust provided the first word processing with globally specifiable and editable formatting instructions.

What-you-see-is-what-you-get (WYSIWYG) display, dynamic reformatting of lines after inserting or deleting text, and styles escorted a new era in word processing. In the train of features also came special storage for reusable text (glossaries) and speedy marking of text for editing and formatting (with the mouse).

These features were technically very advanced and pioneering in the personal computer world of word processing. In fact, these differences from "standard" word processing programs seem to have caused slow acceptance. People could not yet see the advantage of Word's high degree of confidence in fine measurements and sexy display. Even the inclusion of print merge (for form letters) and a spelling checker did not produce much improvement in sales.

#### Anticipation

In reality, Word anticipated highly precise "printing engines." A printing engine is any device that renders text onto a permanent

medium such as paper or film for the purpose of being read by the human eye. Typical printing engines are dot-matrix printers, daisy-wheel printers, laser printers, and phototypesetters. To support printing on the high-quality output devices--printing engines such as laser printers and phototypesetters--Word stores measurements in increments of 1/20 of a point, or 1/1440th of an inch. In the world of daisy-wheel and dot-matrix printers, however, this distinction was totally irrelevant, and the speed penalty resulting from calculating these minute measurements was an extremely visible and undesirable tradeoff.

But then a miracle happened. Hewlett-Packard released their LaserJet printer and suddenly laser printers, and the LaserJet in particular, became established in offices because of their speed and quietness. Even if at first the printers were purchased for these reasons, once the printing engine was set up in business, the desire to tap its ability to produce a

To save you time, the model article is stored in the Sample Documents folder on your Word Utilities disk.

## Previewing the Model Article

To put the finishing touches on the model article, you'll use Word's Page Preview command to adjust the layout.

With Page Preview, you'll:

- Add page numbers
- Reset the margins
- Adjust page breaks

## Before You Begin

- 1 Start Word.

— or —

If Word is already started, close any open document windows.

- 2 Choose the Open command from the File menu.

If the Sample Documents folder is not listed, click the Drive button.

If it is still not listed, click the Eject button, then replace the ejected disk with your Word Utilities disk.

- 3 Double-click Sample Documents in the list box if it is not already open.
- 4 Double-click OVERVIEW in the list box.

## Previewing the Layout

Page Preview lets you see and adjust the placement of the following elements of a document:

- Margins
- Page breaks
- Page numbers
- Headers
- Footers
- Footnotes

ll use

To check the layout with Page Preview:

**Preview the pages**

- 1 Choose the Page Preview command from the File menu.  
Notice that the text is compacted so you can see the whole document (two pages at a time) and you have an aesthetic view of the position of text elements. You cannot edit the text. To change the text, you must return to the regular document window.
- 2 Scroll pages 2-3 into view by clicking the down scroll arrow.  
Notice the page-turning animation, then "Pages 2-3" in the lower-left corner of the window.
- 3 Continue to scroll until you've seen all the pages.
- 4 When you've seen all the pages, return to page 1 by dragging the scroll box to the top of the scroll bar.



it windows.

### Adding Page Numbers

Now add page numbers to the article.

To add page numbers:




**Add page numbers**

- 1 Click the page number icon () at the left side of the window.  
Notice the new shape of the mouse pointer.
- 2 Position the page number pointer () in the bottom center of the first page.
- 3 Click the mouse button to add a page number.

t is

the follow-

Check the page number on the second page.


- 1 Click the magnifier icon ()  
Notice the new shape of the mouse pointer.
- 2 Position the pointer () over the page number on page 2 and click the mouse button.
- 3 When you're satisfied that it shows "2," click the page view icon () to see the two-page preview display again.

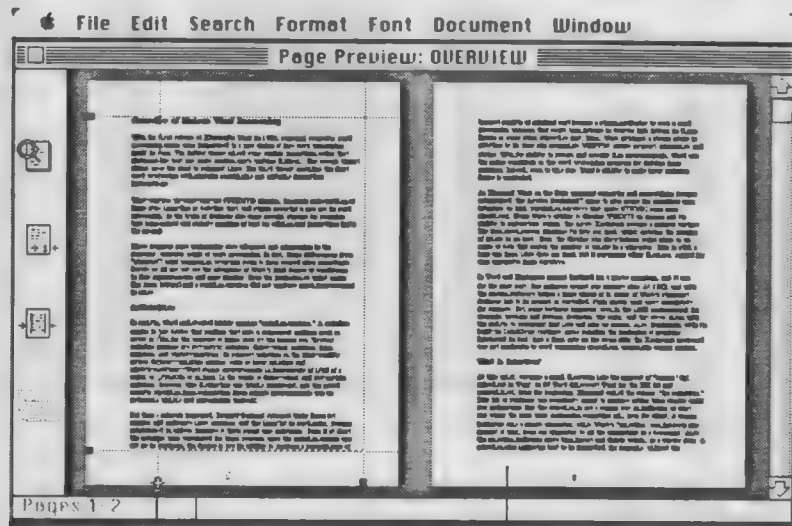
### Adjusting the Margins

The publication that will be printing your article likes the left margin to be 2 inches. Right now your left and right margins are 1.25 inches.

## Change the margin

To adjust the left margin:

- 1 Click the margin icon ()  
Notice the lines on the right page of the preview.
- 2 Click in the left page of the preview.
- 3 Drag the margin handle, as shown in the following illustration:




**a** Drag left margin handle to the right to 2 inches.  
As you drag, notice changing measurement in lower left corner of window.

**b** Click here to see new margins.

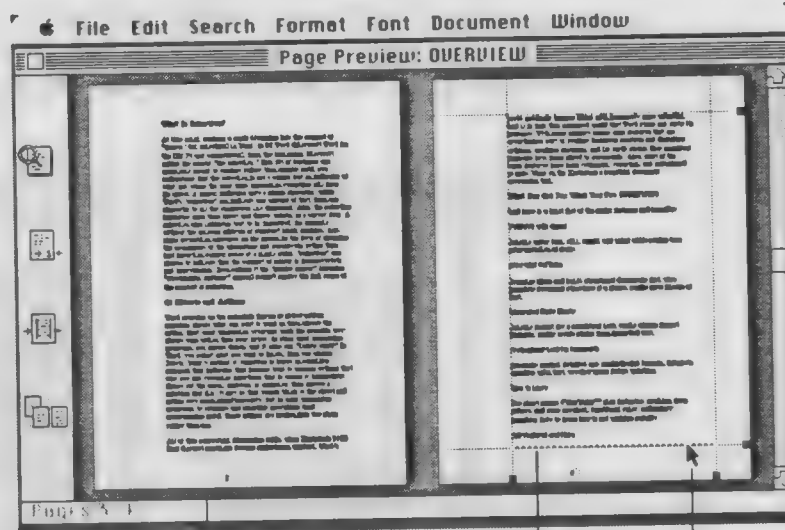
## Adjusting Page Breaks

Use the magnifier icon to look at the text at the bottom of page 4. It would be nicer to adjust the page break upward so that the topic heading "Advanced Editing" moves to the top of page 5.

To adjust the page break:

- 1 After spotting the new place for the page break with the magnifier icon, click the page view icon ()
- 2 To move the margin lines from the left page (page 3) click the right page (page 4).

- 3 Drag the page break line, as shown in the following illustration:



Adjust the page break

Page break line is on top of bottom margin line.

Drag page break line up to new position above heading.

- 4 Use the magnifier icon to check that the page break is where you want it.
- 5 When you are satisfied, choose the Page Preview command again from the File menu to leave page preview.

Because you will be reusing this same sample document in its original form in later chapters, you should close the document window without saving the changes you've been making.

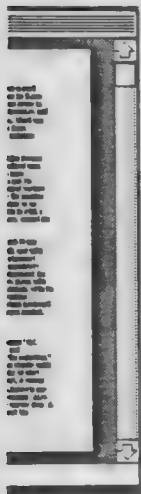
To close the document window without saving:

- 1 Click the close box to close the document window.
- 2 Click No to discard the changes.

Close the window without saving

If you want to save the changes you've made and want to keep the document in its original condition, use the Save As command from the File menu and save the changed document with a different name.

Illustration:



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page 5.

h the mag-

3) click the



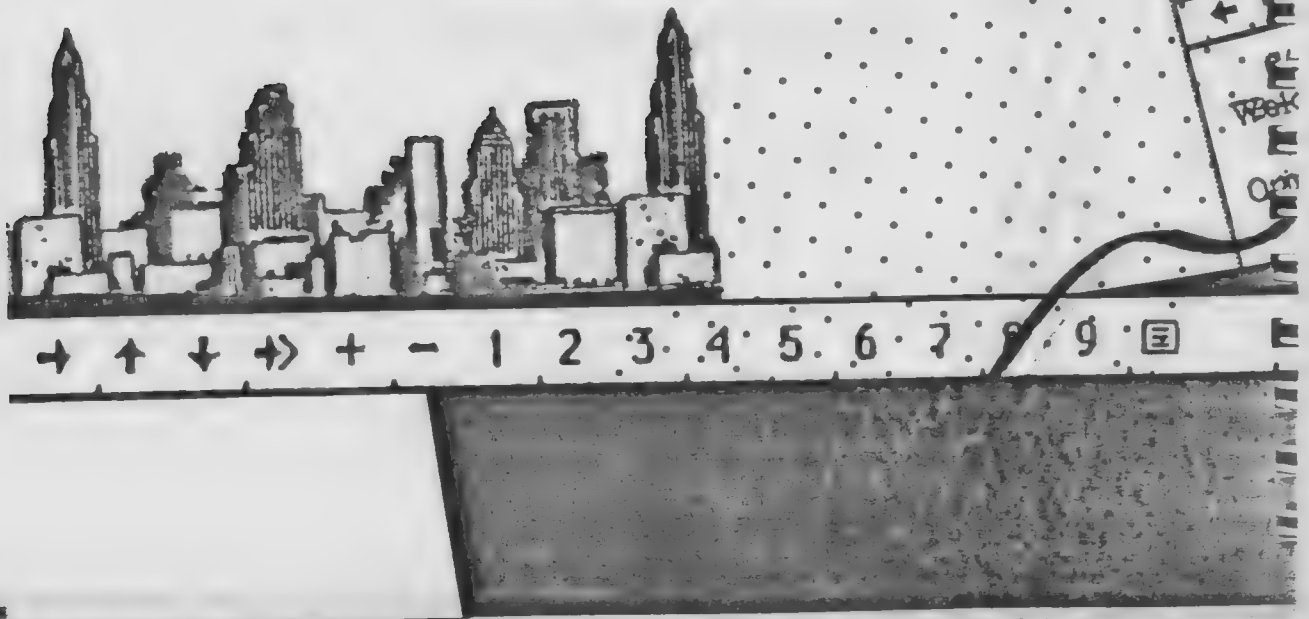
## Learning More About Word

In the first part of this manual, you practiced basic word processing skills. You have a strong foundation now for completing straightforward documents with Word.

This part of the manual contains practices that highlight some of Word's advanced tools for complex documents. These tools are available only on Word's full menus, in contrast to the first part, which used only commands on the short menus.

You'll find practices for:

- Glossaries, tables, and calculation
- Back-to-back copies and multiple columns
- Styles
- Outlining
- Table of contents and index
- Custom menus



## 6 Special Ways to Edit

While creating a new document or editing an existing document, you may want a way to quickly enter exact copies of text you use repeatedly. Likewise, you may need to set up a table and add up a column of numbers.

This chapter describes:

- Inserting repeated text from the glossary
- Working with tabular text and calculating amounts

### Before You Begin

If you have an external disk drive, insert the Word Utilities disk in it before you start Word.

After you start Word:

- ☐ Choose Full Menus from the Edit menu.

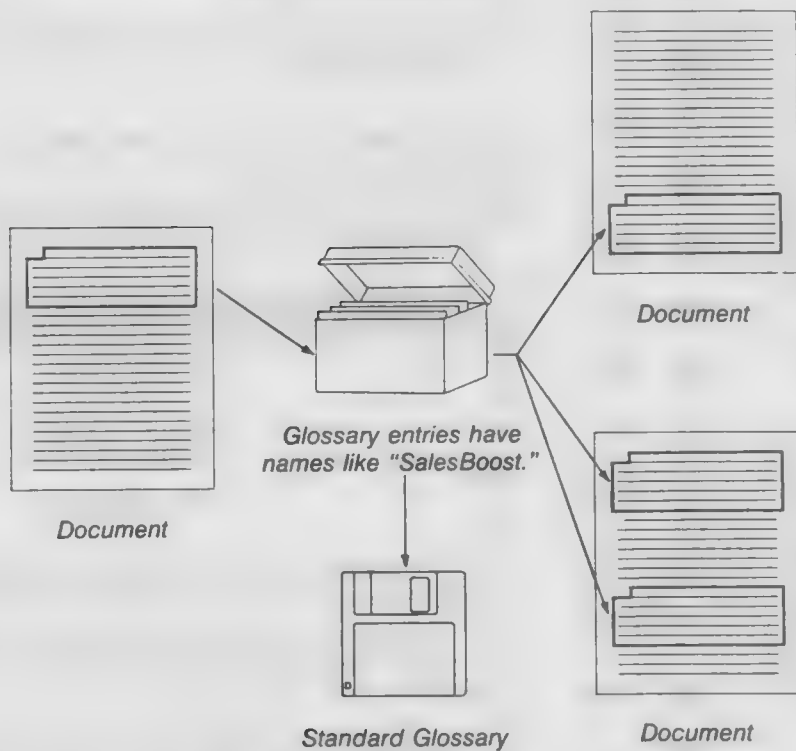
Full menus remain active until you specifically switch back to short menus, even if you quit Word.

If you want to switch back to short menus:

- ☐ Choose Short Menus from the Edit menu.

## Using Repeated Text: Glossaries

A glossary is a special storage space where you can store frequently used text or graphics. The items in a glossary are called glossary entries. You give a name to each entry, then use the name to identify an entry that you want to paste into a document.



### Before You Begin

- Open the document named TRAVEL from the Sample Documents folder on the Word Utilities disk.

### Defining and Inserting Glossary Entries

Once you have some text that you will use repeatedly, you are ready to define a glossary entry, which is then available for you to insert into the same document or into another document.

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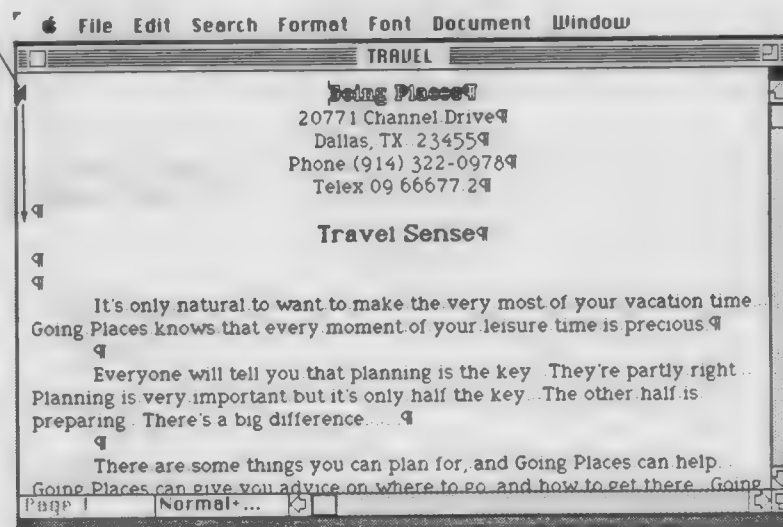
In this practice, you will:

- Define a glossary entry
- Save the glossary entry
- Insert that glossary entry into a new document

To define a glossary entry:

- 1 Select the Going Places name and address, as shown in the following illustration:

- a Point in selection bar next to "Going Places."
- b Hold down mouse button.
- c Drag mouse pointer down to select all paragraphs and extra paragraph marks down to "Travel Sense."



Define the  
glossary entry

- 2 Choose Glossary from the Edit menu.
- 3 Type *Letterhead* in the Name text box.
- 4 Click Define.

Notice the new text in the area below the Name text box.

Before closing the Glossary dialog box, you should save the glossary entry so that it will be available for any document you create or edit.

---

### Save the glossary entry

To save a glossary entry:

- 1 If the Glossary dialog box is not open, choose Glossary from the Edit menu.
- 2 Choose Save As from the File menu while the Glossary dialog box is open.
- 3 Click Save in the Save As dialog box.  
This saves the glossary entry, Letterhead, in the Standard Glossary.
- 4 Click Cancel to close the Glossary dialog box.

Later, when you reach a place in your document where you want to insert some information from the glossary, you can.

To insert a glossary entry:

---

### Insert the glossary entry

- 1 Click to position the insertion point where you want to insert the glossary entry.
- 2 Choose Glossary from the Edit menu.
- 3 Select Letterhead in the list box.
- 4 Click Insert.

You can define many glossary entries and insert them in many documents. For each glossary entry, the steps for defining, saving, and inserting are the same as those you practiced here.

You've learned one way to define and insert a glossary entry. For other ways to work with glossary entries, see "Glossaries" and "Glossary Command" in *Reference to Microsoft Word*.

### Remember

To define a glossary entry:

- 1 Type the entry, then select the text.
- 2 Choose Glossary from the Edit menu.
- 3 Type a name.
- 4 Click Define.

Glossary from

Glossary dialog

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Text to insert

in many  
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### Remember

To save a glossary entry:

- 1 Define a glossary entry.
- 2 With the Glossary dialog box open, choose Save As from the File menu.
- 3 Click Save in the Save As dialog box.

### Remember

To insert the text of a glossary entry:

- 1 Position the insertion point where you want the entry.
- 2 Choose Glossary from the Edit menu.
- 3 Select the name.
- 4 Click Insert.

## Working with Tables

When you want to present information in a table, you need to set tab stops to align the columns. Word has four kinds of tab stops to handle the different kinds of text you put into a table.

Tab stop	Effect
Left (L)	Left end of text aligns with the tab stop.
Center (C)	Text is centered on the tab stop.
Right (R)	Right end of text aligns with the tab stop.
Decimal (D)	Decimal point aligns with the tab stop. (For text without a decimal point, this works the same as a right tab stop.)

In the following practices, you will:

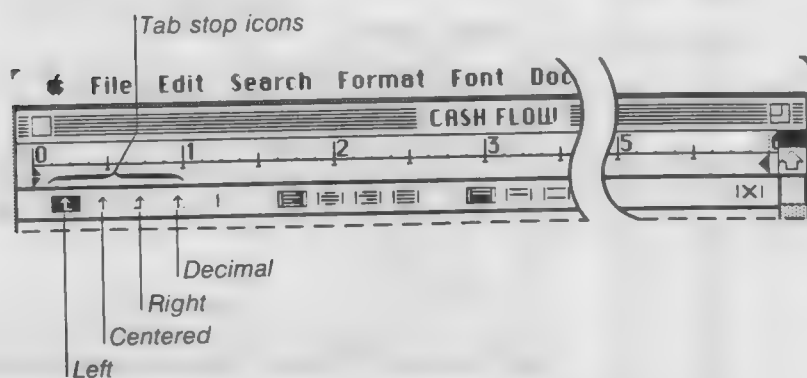
- Set tab stops, then change the kind of one tab stop and move it.
- Select a column in a table, then calculate a total for a column of figures and paste the result into the table.

You set tab stops using the ruler. During this practice, you need to have full menus active and the ruler showing.

### Before You Begin

- 1 Open the document named CASH FLOW from the Sample Documents folder on the Word Utilities disk.
- 2 If necessary, choose Full Menus from the Edit menu.
- 3 Choose Show Ruler from the Format menu.

The ruler now has some new items on it. The most important for this practice are the tab stop icons:



Notice that the tabular information in the document is very disorderly and difficult to read. In the following practice, you will arrange the columns neatly.

### Setting Tab Stops

Before setting tab stops, you need to estimate the position for each tab stop and decide which kind of tab stop to insert. In the following practice, you'll find explicit directions regarding the position and kind of tab stops to insert. Look closely at these choices to understand the reasons for each one.

you need

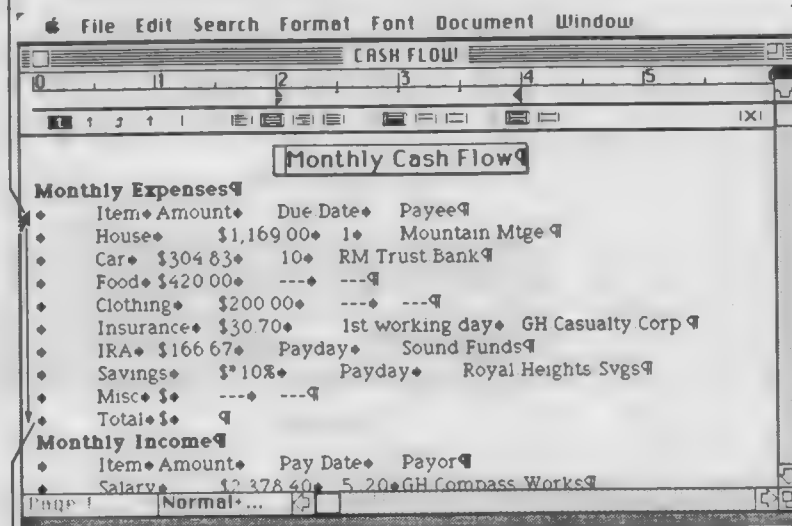
To set tab stops:

- 1 Select all the rows between "Monthly Expenses" and "Monthly Income," as shown in the following illustration:

Set tab stops





sample

Select all rows between here . . .



. . . and here.

- 2 Insert tab stops, as shown in the following table. Notice the change on the screen after you set each tab stop.

Insert this tab stop	At this mark	By doing this
Left (  )	1/2	Click left tab stop icon. Click under 1/2-inch mark.
Decimal (  )	2	Click decimal tab stop icon. Click under 2-inch mark.
Centered (  )	3	Click centered tab stop icon. Click under 3-inch mark.
Left (  )	4	Click left tab stop icon. Click under 4-inch mark.

- 3 Scroll down to display the rows under "Monthly Income."
- 4 Repeat steps 1 and 2 for the rows under "Monthly Income."

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## Changing and Moving Tab Stops

The "Amount" column headings are out of alignment with their columns of figures because entries without decimal points line up at the decimal point. You want the "Amount" heading to line up at the right end of the number, not at the decimal point. Changing the tab stop to right alignment and moving its position will give you a nicer-looking table. You'll also add an underline to make the headings clearer.

To change and move a tab stop:

---

### Change and move a tab stop

- 1 Select the row of column titles under "Monthly Income."
- 2 Drag the tab stop icon currently at 2 inches off the ruler to delete it.
- 3 Click the right tab stop icon.
- 4 Click under the 2-inch mark.  
Notice that the alignment is still the way it was.
- 5 Drag the tab stop to the 2-1/4-inch mark to align "Amount" with the right end of the decimal numbers.
- 6 Choose Underline from the Format menu to set off the column headings.
- 7 Scroll to the beginning of the document.
- 8 Repeat steps 1 through 6 for the row of column titles under "Monthly Expenses."

When you've finished setting tab stops, hide the ruler so you can see more of your document in the window.

To hide the ruler:

- Choose Hide Ruler from the Format menu.

### **Remember**

To insert a tab stop:

- 1 Click the appropriate tab stop icon in the icon bar.
- 2 Click under the ruler mark where you want to insert the tab stop.

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### Remember

To delete a tab stop:

- ☐ Drag the tab stop icon off the ruler.

### Remember

To move a tab stop:

- ☐ Drag the tab stop icon along the ruler to a new position.

## Calculating Amounts in Columns

Notice that the "Total" rows are not filled in. To fill these in, you will practice:

- Selecting a column
- Calculating amounts
- Pasting the results into the table

Before you calculate the amounts for expenses and income, you need to select each column.

To select an entire column rather than lines or rows, you use the Option key together with the mouse.

### Before You Go On

You'll find it much easier to select columns if you can see where the tab marks are.

To see tab marks:

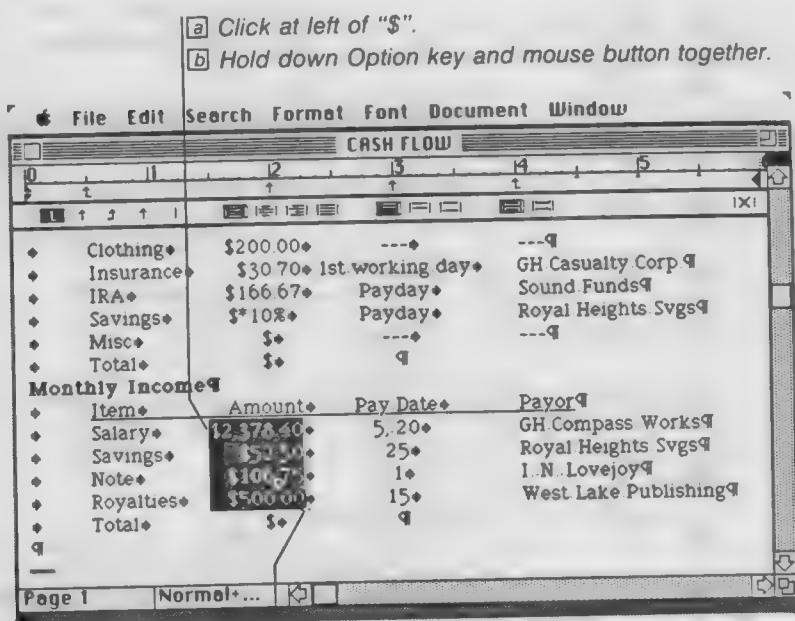
- ☐ If paragraph marks are not showing, choose Show ¶ from the Edit menu.

Notice the ¶ for paragraph marks, the ♦ for tab marks, and the dots for spaces on the screen.

To select a column:

- 1 Scroll down to display all the rows under "Monthly Income."
- 2 Select the "Amount" column, as shown in the following illustration:

Select a column



- c Drag to position between "0" and tab arrow.  
d Release key and button.

To calculate the amount of monthly income:

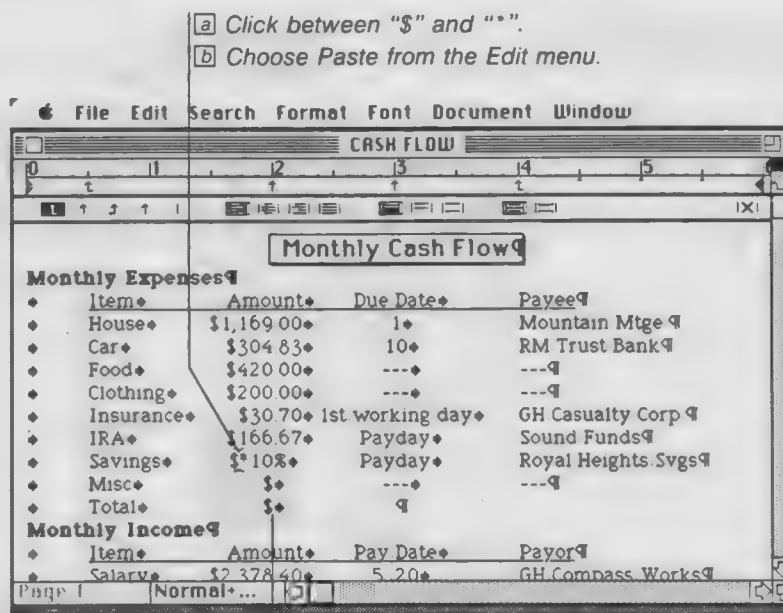
Calculate monthly income

- 1 Choose Calculate from the Document menu.  
Notice that the lower-left corner of the window shows the result of the calculation and that Word inserts a comma in the result if any of the numbers has a comma in it.
- 2 When the page number display changes to "3,037.65," position the insertion point just after the dollar sign for the "Total" row in the "Amount" column.
- 3 Choose Paste from the Edit menu.

To calculate the other missing amounts:

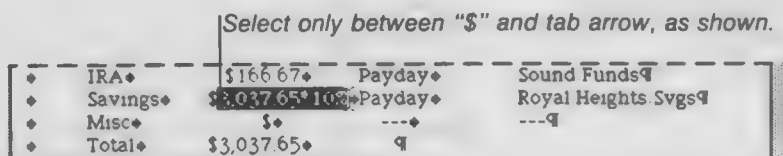
- 1 Scroll to the beginning of the document.
- 2 Paste the calculated total in the "Monthly Expenses" section, as shown in the following illustration:

Calculate savings



- c Click between "\$" and tab arrow.
- d Choose Paste.

- 3 Select the "Amount" entry for "Savings" in the "Monthly Expenses" section, as shown in the following illustration:



"\*" means multiply by.

"%" means percent.

- 4 Choose Calculate from the Document menu.  
Notice that Word can calculate multiplication (shown by •) and percentage (shown by %), as well as addition.
- 5 Choose Paste from the Edit menu.  
Notice that pasting replaces the selection.

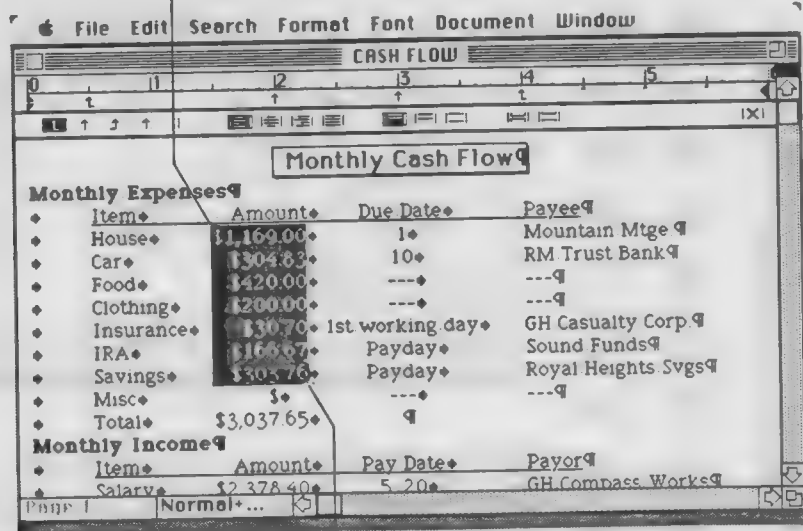
Now you need to calculate how much income remains each month, after the other expenses. This is the "Misc" category—money for having fun.

To calculate the "Misc" amount:

### Calculate "Misc"

- 1 Select the "Amount" column, as shown in the following illustration:

a Hold down Option key and mouse button together.



b Drag to select column as shown.

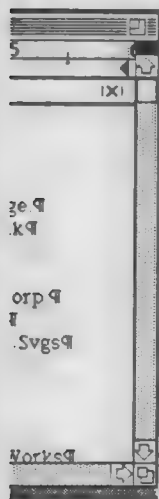
- 2 Choose Calculate from the Document menu.
- 3 Paste the result after the dollar sign for "Misc" in the "Amount" column.  
Note that this is not the final amount for "Misc."

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ie "Amount"

To find the correct amount for "Misc," you need to subtract \$2,594.96 from the total.

To subtract:

- 1 Insert a minus sign between the dollar sign and the "2" of "\$2,594.96" for the "Misc" amount.
- 2 Select the amounts for "Misc" and for "Total," as shown in the following illustration:

Use Option key and mouse button together to select as shown.

Monthly Cash Flow			
Monthly Expenses			
Item	Amount	Due Date	Payee
House	\$1,169.00	1	Mountain Mtge
Car	\$304.83	10	RM Trust Bank
Food	\$420.00	---	---
Clothing	\$200.00	---	---
Insurance	\$30.70	1st working day	GH Casualty Corp
IRA	\$166.67	Payday	Sound Funds
Savings	\$303.76	Payday	Royal Heights Svgs
Misc	\$-2,594.96	---	---
Total	\$3,037.63		
Monthly Income			
Item	Amount	Pay Date	Payor
Salary	\$2,378.40	5.20	GH Compass Works

- 3 Choose Calculate from the Document menu.
- 4 Select the numbers, including the minus sign but not the dollar sign, for the "Misc" amount.
- 5 Choose Paste from the Edit menu.

---

**Final check**

To recheck the calculations for expenses:

- ❶ Select the amount column for "Monthly Expenses," but not the amount for "Total."
- ❷ Choose Calculate from the Document menu.
- ❸ Compare the result shown in the lower-left corner of the window with the amount for "Total."

This procedure for the final check is useful when you already have a total for a column of numbers and want to check the math.

For more information about calculating with Word, see "Math" in *Reference to Microsoft Word*. For more information about working with columns, see "Selecting," "Sorting," and "Tabs and Tables" in *Reference to Microsoft Word*.

## 7 Designing Document Pages

So far, the chapters in this book have dealt with typing, editing, and formatting pieces of text. Part of the finished look of a document is the overall appearance of its pages. You control page design through document format and page setup commands.

This chapter describes:

- Preparing for back-to-back copies
- Preparing to print in multiple columns

### Before You Begin

If you have an external disk drive, insert the Word Utilities disk in it before you start Word.

After you start Word:

- ☐ Choose Full Menus from the Edit menu.

Full menus remain active until you specifically switch back to short menus, even if you quit Word.

If you want to switch back to short menus:

- ☐ Choose Short Menus from the Edit menu.

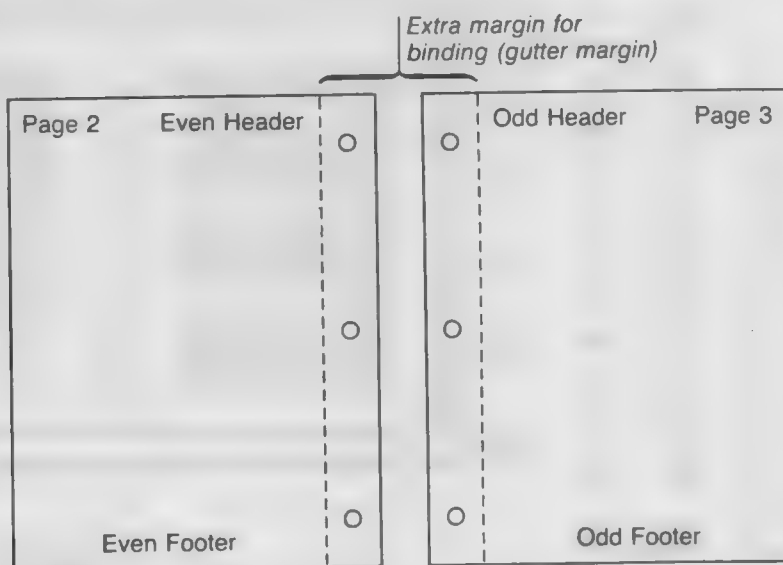


## Preparing for Back-to-Back Copies

Reports, booklets, and other handouts are sometimes printed on both sides of the page to reduce bulk and to save paper. To make back-to-back copies look their best, you should specifically set up the pages to print for back-to-back copying. The parts of a page you should set up for back-to-back copies are:

- Margins
- Headers and footers

### Back-to-back pages



In this practice, you will add some of these features to the document named OVERVIEW, which is on your Word Utilities disk.

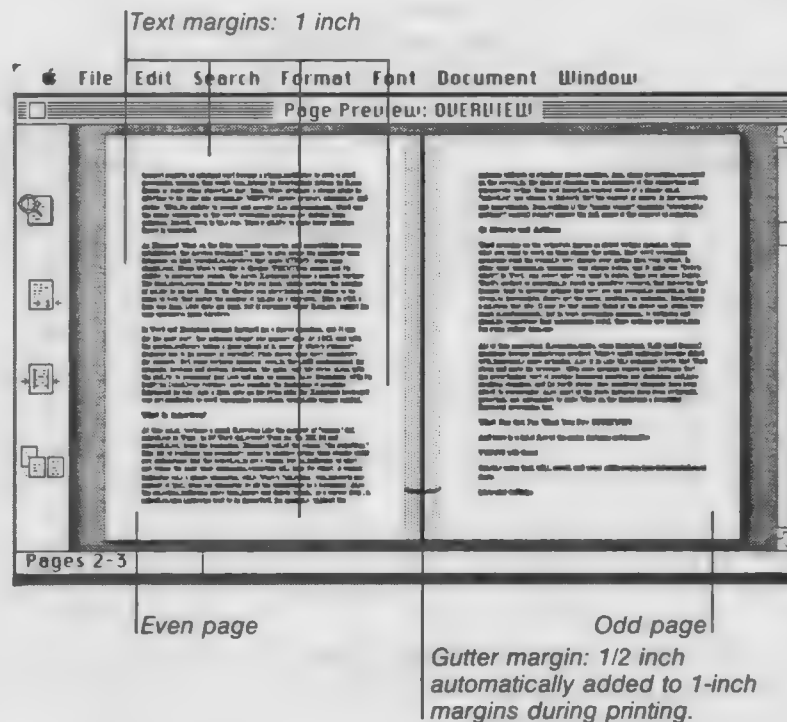
### Before You Begin

- 1 Open the document named OVERVIEW from the Sample Documents folder on the Word Utilities disk.
- 2 If necessary, choose Full Menus from the Edit menu.

## Setting Margins

The OVERVIEW document was originally set up for making single-sided copies that are not put into a binder. OVERVIEW will become part of a larger package of documents that will be printed back-to-back and placed in a binder.

Before you print back-to-back, you want to set up extra margin space next to the binding, as shown in the following illustration:



In the following practice, you will specify a gutter margin and default page margins to imitate this illustration.

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### Adjust margins

To set up margins for back-to-back copies:

- 1 Choose Page Setup from the File menu.
- 2 Click Facing Pages, if it's not already checked, to initiate back-to-back copies.
- 3 Double-click the Gutter text box, then type .5
- 4 To account for the gutter margin, change the left and right margins to 1 inch:

Double-click the left part of the Margins Left text box, then type 1

Double-click the left part of the Margins Right text box, then type 1

The width of the text will remain 6 inches (now  $8.5 - 1.5 - 1$  instead of  $8.5 - 1.25 - 1.25$ ).

- 5 Click OK.

The result, when you print the document, will be odd-numbered pages with a left margin of 1-1/2 inches and a right margin of 1 inch. Even-numbered pages will have the opposite arrangement. When you copy the pages back-to-back, the wider side margin will always appear on the side next to the binding.

**Note** In Word, you set the margins for the pages of a document once. These margin settings become the default margins for all pages of that document.

When you want to vary the margins temporarily, even for a page or two, you set different paragraph indents with the Paragraph command from the Format menu. You practiced setting indents in Chapter 3, "Changing the Appearance of Your Document."

## Setting Up Odd and Even Headers

Clicking the Facing Pages option in the Page Setup dialog box replaces two commands on the Document menu with four new ones:

Document		Document	
Open Header...		Open Even Header...	
Open Footer...		Open Even Footer...	
		Open Odd Header...	
		Open Odd Footer...	
Footnote...	⌘E	Footnote...	⌘E
Repaginate	⌘J	Repaginate	⌘J
Outlining	⌘U	Outlining	⌘U
Spelling...	⌘L	Spelling...	⌘L
Hyphenate...		Hyphenate...	
Index...		Index...	
Table of Contents...		Table of Contents...	
Calculate	⌘=	Calculate	⌘=
Renumber...		Renumber...	
Sort		Sort	

*Facing Pages off*

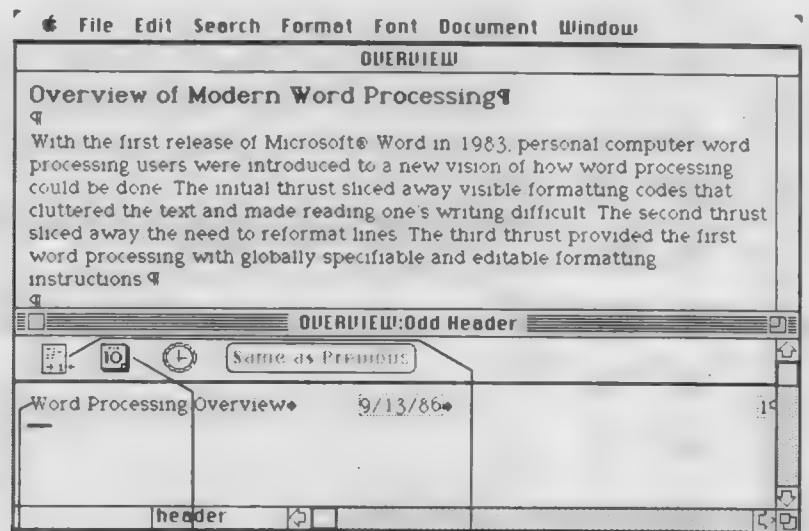
*Facing Pages on*

In the following practice, you will add odd and even headers to OVERVIEW.

To add an odd header:

### Add an odd header

- 1 Choose Open Odd Header from the Document menu.
- 2 Fill out the odd header, as shown in the following illustration:



- a Type this.    b Click here for date.    c Click here for page number.  
♦ means press Tab.

- 3 Click the close box.
- 4 Click Yes when Word asks "Save header?"

To add an even header:

### Add an even header

- 1 Choose Open Even Header from the Document menu.  
Notice that the Even Header window shows the same text you just filled out for the Odd Header.
- 2 Select the proposed text in the header window.

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illustration:

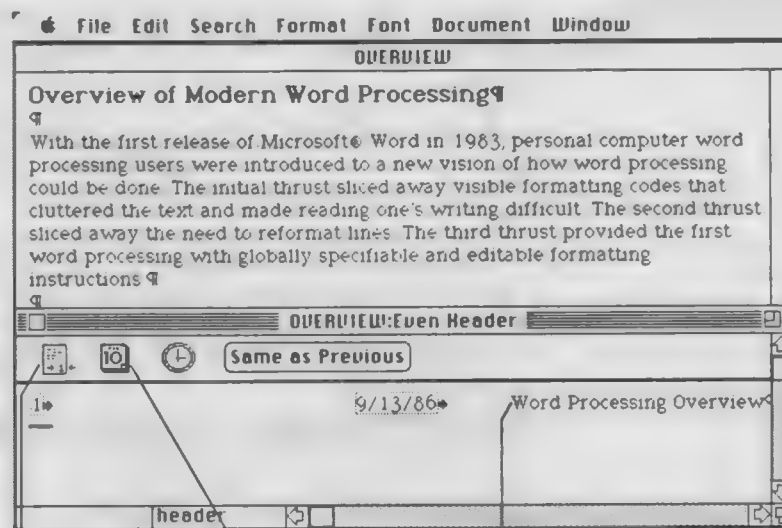


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me text you

- 3 Fill out the even header, as shown in the following illustration. Notice that the proposed text disappears as you start to type the new text.



- a Click here for page number.
  - b Click here for date.
  - c Type this.
- ◆ means press Tab.

- 4 Click the close box.
- 5 Click Yes when Word asks "Save header?"

### Remember

To prepare for back-to-back copies:

- 1 Choose Page Setup from the File menu.
- 2 Click Facing Pages.
- 3 Type a gutter margin.
- 4 Adjust left and right margins accordingly.
- 5 Create odd and even headers.

For more information on what you've practiced in this section, see "Headers and Footers," "Margins," "Page Setup Command," and "Printing Documents" in *Reference to Microsoft Word*.

## Preparing to Print in Multiple Columns

OVERVIEW will look more like a magazine article if it is printed in two columns.

To prepare OVERVIEW for printing in two columns:

### Set up 2 columns

- 1 Choose Section from the Format menu.
- 2 Double-click the Columns Number text box, then type 2
- 3 To set the amount of space to leave between the columns, double-click the Columns Spacing text box, then type .25 in
- 4 Click OK.

You can preview the document without printing.

### Remember

To preview the text in two columns:

- 1 Choose Page Preview from the File menu.  
Notice how the two columns look.
- 2 Choose Page Preview again to exit from page preview.

Now that you have seen the entire article in two columns, you might decide to print the title and the first paragraph in one column, then the rest of the article in two columns. In Word, you can change the number of columns within a page by starting a new section.

One section of a document differs from another section in one or more of the following ways:

- Number of columns
- Page numbering starting at a specific number or appearing in a different format
- Line numbering starting at a specific number
- Position of footnotes, headers, or footers

In the following practice, you will:

- Start a new section at a point you specify
- Specify the number of columns for each section

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To start a new section:

- 1 Position the insertion point at the beginning of the second paragraph of text, beginning "What-you-see..."
- 2 Hold down the Command key while pressing Enter. Notice that the Enter and Return keys are different. Notice the visual clue on the screen indicating the start of a new section.

To format the first section as one column:

- 1 Position the insertion point above the section mark, which is shown as a double dotted line.
- 2 Choose Section from the Format menu.
- 3 Double-click the Columns Number text box, then type 1
- 4 Click OK.

To format the second section:

- 1 Position the insertion point below the section mark.
- 2 Choose Section from the Format menu.
- 3 Click Section Start No Break to indicate no page break between sections.
- 4 Check to be sure that Columns Number is 2. If not, change the number to 2
- 5 Click OK.

To preview your changes:

- ☐ Check the result in page preview.

For more information about what you've practiced in this section, see "Columns," "Page Layout," "Section Command," and "Sections" in *Reference to Microsoft Word*.

**Set up multiple sections**



## 8 Formatting with Styles

Styles make formatting convenient and easy.

This chapter describes:

- Creating a style
- Applying a style
- Copying a style sheet from another document
- Creating a template document

### Before You Begin

If you have an external disk drive, insert the Word Utilities disk in it before you start Word.

After you start Word:

- ☐ Choose Full Menus from the Edit menu.

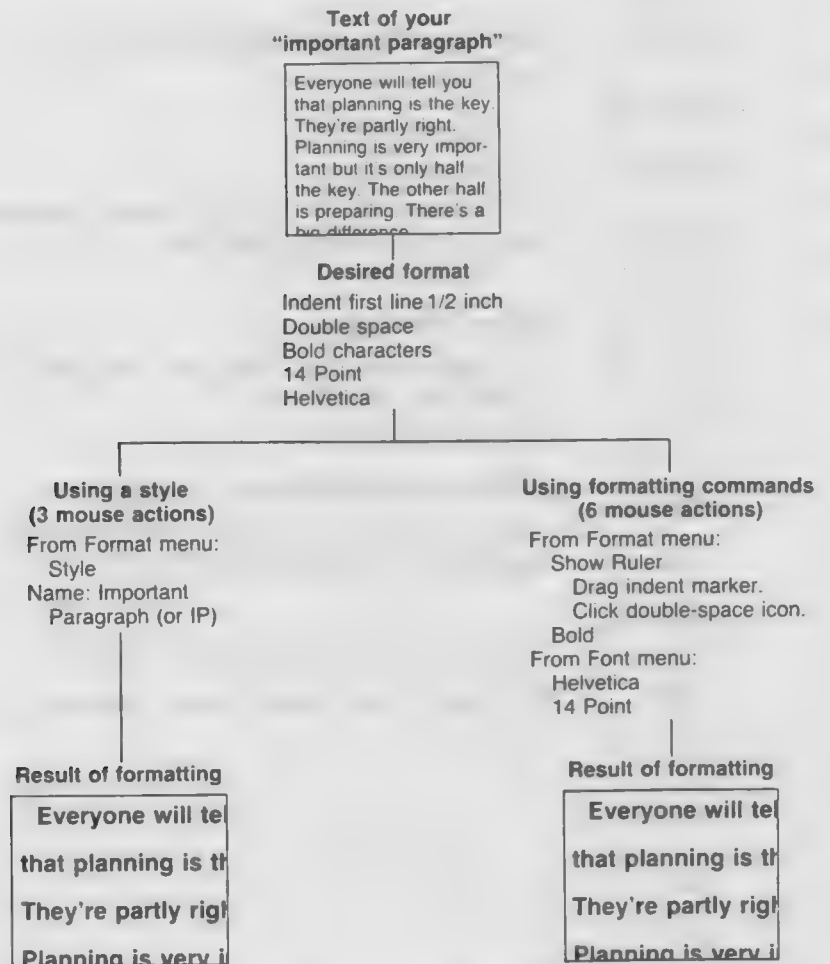
Full menus remain active until you specifically switch back to short menus, even if you quit Word.

If you want to switch back to short menus:

- ☐ Choose Short Menus from the Edit menu.

## About Styles

A style is a collection of formatting instructions that you apply as a group to format one or more paragraphs. With styles, you can apply many formatting instructions at once with a few keystrokes instead of choosing each instruction separately.



*Result is the same for both methods.*

So, styles make formatting faster and easier. Plus, if you change your mind about how your “important paragraph” should look, change the style's definition and Word automatically reformats all your important paragraphs.

## When to Use Styles

Most times, styles streamline the process of repeated paragraph formatting.

Use styles for	Because
Speed	You can repeatedly apply formatting to numerous paragraphs quickly.
Consistency	You can make text look consistent within a document and make the text of similar documents look exactly alike.
Ease of changing	By formatting text with styles, you can make an adjustment to that format in all the places the style is used by changing the formatting instructions that make up the style's definition.

The only time styles are not useful is when every paragraph in your document has a completely different format.

## Anatomy of a Style

A style has two parts: a name and a definition.

- **Name** You use the name to identify and to apply the style.
- **Definition** The definition consists of the instructions that format the text when you apply the style.

Styles are stored with the document they are defined for. The collection of styles for a document is called a style sheet.

To get a better idea of how styles work and how easy they are to create and use, try the practices in this chapter.

### Before You Begin

- 1 Open INTEROFFICE MEMO from the Sample Documents folder on the Word Utilities disk.
- 2 If necessary, choose Full Menus from the Edit menu.

---

## Creating a Style

In this practice, you'll create several styles and apply them to a document called INTEROFFICE MEMO.

The procedure for creating styles includes:

- Formatting text
- Defining the formatting as a style

First, you'll format one paragraph. Then, you'll define the paragraph format as a style. This is called "defining by example," which is the easy way to create styles.

To set the formatting instructions:

---

### Set the formatting instructions

- 1 Select the first line of the memo header.
- 2 Change the font to Geneva Bold.
- 3 Set a left tab stop at the 3/4-inch mark.

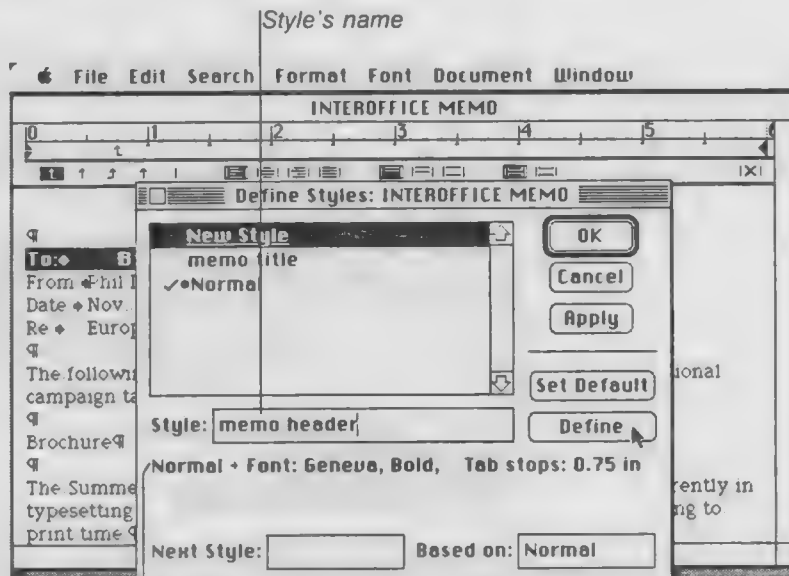
Next, you need to capture the formatting instructions as the definition of a style for the memo header.

To define the style:

- 1 If not selected, select the first line of the memo header.
- 2 Choose Define Styles from the Format menu.
- 3 Type *memo header* in the Style text box.
- 4 Click Define.

Notice the change in the list box.

### Define the style



Formatting instructions are style's definition.

- 5 Click OK to record the definition and apply the style to the selection.

## Applying a Style

Now that you've defined the style, you'll apply the style to the rest of the memo header.

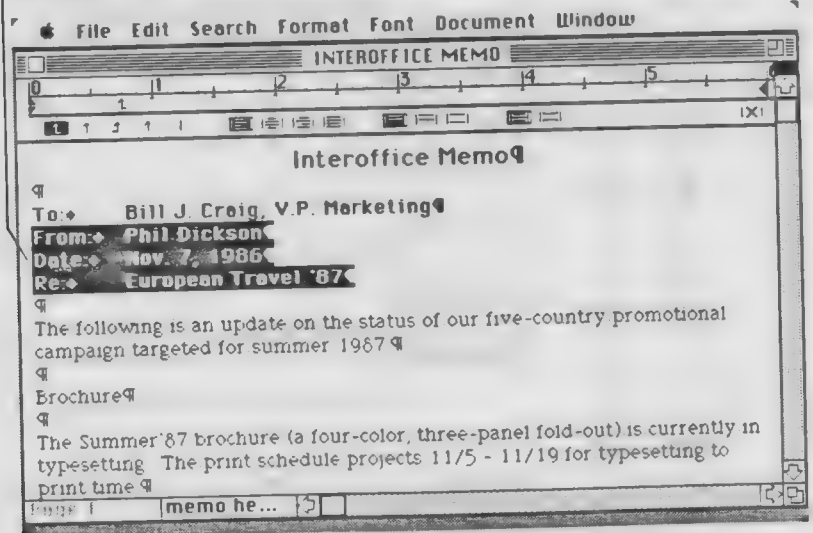
To apply the style:

### Apply the style

- 1 Select the remaining three lines of the memo header.
- 2 Choose Styles from the Format menu.
- 3 Select "memo header" in the list box.
- 4 Click OK to apply the style to the selection.

**Note** The Apply button works similarly to OK, except that it leaves the dialog box open for further work.

*Applying style formats the selection; same effect as formatting commands had for first line.*



## Try Another Practice

For further practice, define and apply another style using the same method.

**Remember**

To define a style:

- 1 Format a paragraph of text as an example of the style.
- 2 Define the style formatting instructions with the Define button in the Define Styles dialog box.

To format the text:

- 1 Select the first paragraph of body text.
- 2 Choose Geneva from the Font menu.
- 3 Choose Paragraph from the Format menu.
- 4 Double-click the Spacing Before text box, then type *12 pt* (about one line).
- 5 Drag the first line indent marker (upper triangle) to the 1/2-inch mark on the ruler.  
Notice the new text in the First text box.
- 6 Click OK.

**Format the text**

Now, define the style for the body text by capturing the formatting instructions of the paragraph you just formatted.

To define the style:

- 1 Choose Define Styles from the Format menu.
- 2 Type *memo body* in the Style text box.
- 3 Click Define.
- 4 Click OK.

**Define the style**

Now, apply the memo body style to the other paragraphs in the memo.

To apply the style:

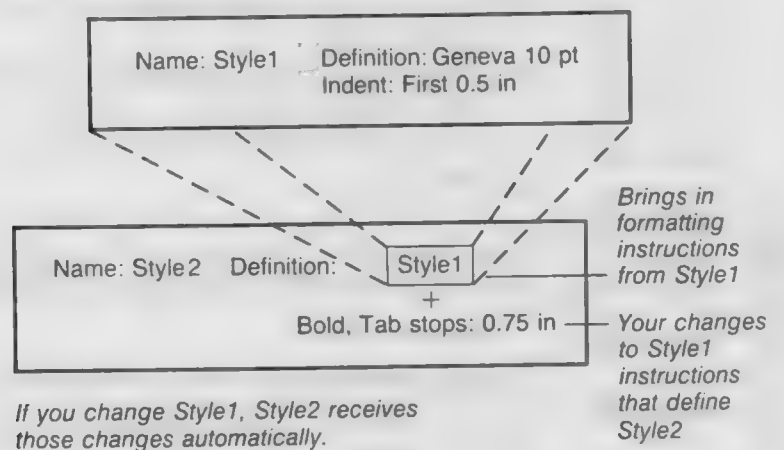
- 1 Select the rest of the memo.
- 2 Choose Styles from the Format menu.
- 3 Select "memo body" in the list box.
- 4 Click OK.

**Apply the body style elsewhere**

## Basing One Style on Another

Now the topic headings in the memo look just like the body text. To make the headings distinctive, you want to make them bold and flush with the left margin. You'll leave the font choice (Geneva) and the spacing between paragraphs as is.

Before you begin to format the headings, it will be useful to know that you can modify an existing style by changing some of the formatting instructions that define the style and keeping others as is. To do this, you can create a style definition that is based on another definition.



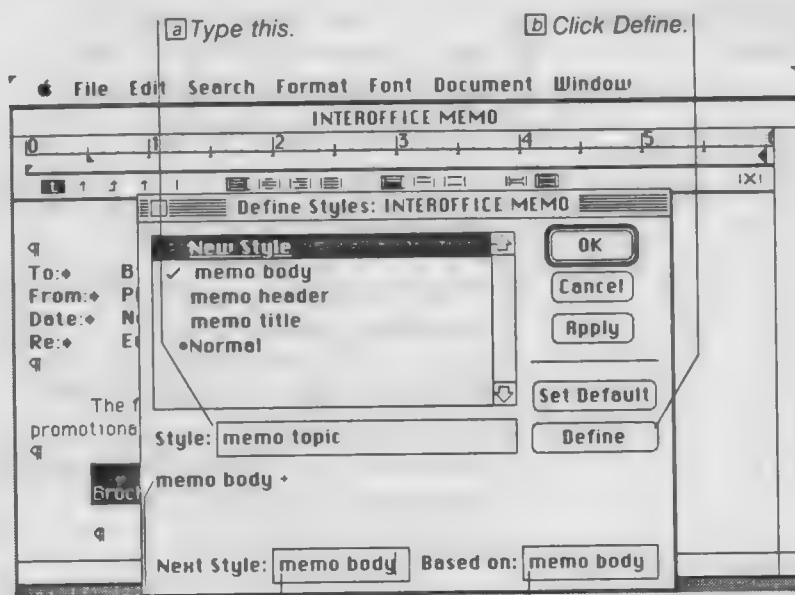
To practice the "based on" method, try this example:

### Define the topic heading style

- 1 Select the topic heading "Brochure."
- 2 Choose Define Styles from the Format menu.



- 3 Fill in the dialog box as shown in the following illustration:



Filled in automatically  
in this instance

- [c] Drag across text box, then type **memo body**

Next new paragraph receives format applied by this style. It's automatic when you start a new paragraph, so you don't have to manually change styles.

New style contains formatting instructions from the style it is based on.

- 4 Leave the Define Styles dialog box open.
- 5 Choose Bold from the Format menu.  
Notice that the Define Styles dialog box remains open.  
Notice the addition to the description of the formatting instructions.
- 6 Choose Paragraph from the Format menu.
- 7 Move the first line indent to 0 (zero) on the ruler.
- 8 Click the Keep With Next ¶ option.  
This tells Word to keep the heading on the same page as the following body text.
- 9 Click OK in the Paragraph dialog box to add these formatting instructions to the style definition.
- 10 Click OK in the Define Styles dialog box.  
Notice the change to the selected heading.

---

### Apply the topic style elsewhere

To apply the topic style to the next heading:

- 1 Select the next topic heading, "Movie."
- 2 Choose Styles from the Format menu.
- 3 Select "memo topic" in the list box.
- 4 Click OK to apply the style.

You can speed up the way you apply styles by using special command keys:

- 1 Select the next topic heading, "Media Coverage."
- 2 Press Shift-Command-S.  
Notice that the lower-left corner of the window displays the word "Style" instead of a page number.
- 3 Type *memo topic*  
Notice the lower-left corner of the window.
- 4 Press Return to apply the style.  
Notice the heading format.

## Saving Styles

Word saves your styles with the document.

To save your styles:

- Choose Save from the File menu.

You've practiced many of the skills you need for using styles. You can continue to practice defining and applying styles to the sample memo if you want. You can also try defining and applying styles to your own work. Or, you can try the next practice in this chapter, which explains how to reuse styles in another document. The section after that shows you how to use styles to create a template document for memos.

## More Practice with Styles

In the previous section, you created several styles to format one memo. A great benefit of styles is that you can reuse styles defined for one document to format other documents, saving yourself added time and effort. The following practice builds on the previous section.

### Before You Begin

- 1 Click the close box to close the INTEROFFICE MEMO window.  
Closing unneeded windows keeps the screen uncluttered.
- 2 Choose New from the File menu.

## Sharing Styles Between Documents

In this practice, you will type the text for a memo header and format it with the styles you created for the INTEROFFICE MEMO document.

To copy the styles from INTEROFFICE MEMO:

- 1 Choose Define Styles from the Format menu.
- 2 Choose Open from the File menu.
- 3 Double-click INTEROFFICE MEMO in the list box.  
Notice the style names added to the Define Styles list box.

### Copy styles

Now, adjust the Next Style name for the "memo title" style. The style for the title has already been set up for you. When you know that the current style is needed for only one paragraph, you can set, in advance, the style for the next paragraph. For creating memos quickly, giving "memo header" as the next style name for "memo title" means less time choosing styles and speedier creation of a memo.

To change the Next Style setting for "memo title":

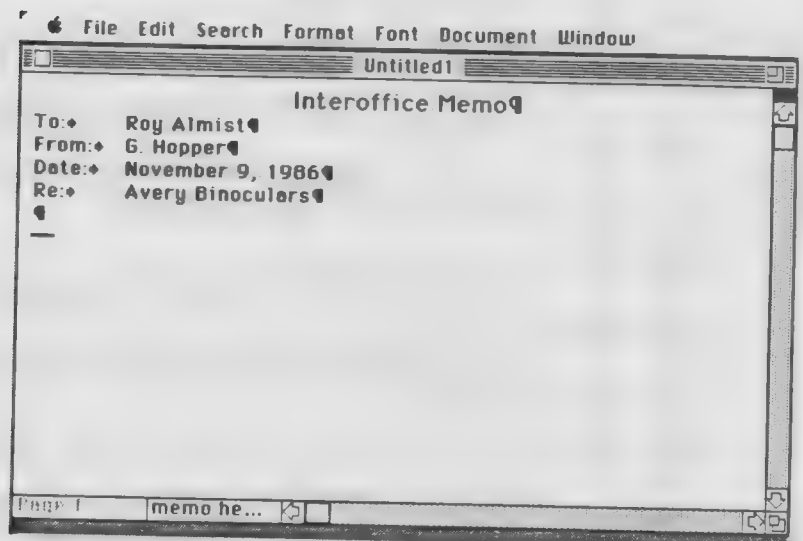
- 1 Select "memo title" in the list box.
- 2 Drag across the text in the Next Style text box.
- 3 Type *memo header*
- 4 Click OK.

Now, create the memo.

- 1 Type *Interoffice Memo* then press Return.
- 2 Type the memo header, as shown in the following illustration:

◆ means press Tab.

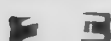
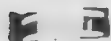
¶ means press Return.



- 3 Press Shift-Command-S.
- 4 Type *memo topic* then press Return.
- 5 Type *Introduction* then press Return.
- 6 Type the following paragraph:

*We've been conducting a study of binoculars for use in our spotting and observation field work. The following report presents the results and recommendations.*

Notice that Word automatically gives the paragraph the correct style, "memo body," because it is listed as the "Next Style" for "memo topic."
- 7 Press Return.



If you find applying styles with command keys tedious because you need to type long style names, there's an easy way to make this faster. Give your styles short names in addition to their long names.

To add more names to a style:

- 1 Choose Define Styles from the Format menu.
- 2 Select "memo topic" in the list box.
- 3 Type a comma, then *mt*
- 4 Click Define.
- 5 Click Cancel.

Give "memo topic" a short name

You can type more names, and each can be any length. So, you can give a style a full name to make it easier to remember what the style does and a short name to make it faster to apply.

To apply the memo topic style quickly:

- 1 Press Shift-Command-S.
- 2 Type *mt*
- 3 Press Return.
- 4 Type *Brands Considered* then press Return.
- 5 Type the following text:  
*We studied the following brands of binoculars:*

For further practice, you can continue working with this memo using the same techniques you've used in these steps. Or, you might want to write your own memo using these styles.

For more information about using styles, see "Styles Command" and "Styles: Formatting the Easy Way" in *Reference to Microsoft Word*.

## Template Documents

To make memo creation quick and easy, set up a memo template document.

To create a template document:

- 1 Create a new document.
- 2 Copy in the memo styles from INTEROFFICE MEMO.

Create a template

**Remember**

To copy styles from another document:

- 1 Choose Define Styles from the Format menu.
- 2 Choose Open from the File menu.
- 3 Double-click the document that contains the styles you want to copy.
- 3 Type and style the title, *Interoffice Memo*
- 4 Type the memo header labels, following each word by pressing Tab, then Return: *To*, *From*, *Date*, and *Re*.
- 5 Choose Save As from the File menu and name the document *Memo Template*.

The next time you need to create a memo, follow these steps:

---

**Use the template**

- 1 Choose Open from the File menu.
- 2 Double-click Memo Template in the list box.
- 3 Finish filling in the memo header paragraphs.

**Hint** Choose Show ¶ from the Edit menu to see where to place the mouse pointer to position the insertion point between the tab (♦) and the paragraph mark (¶).

- 4 Type the body text of the memo using the "memo topic" and "memo body" styles as needed.  
Because you copied the styles from INTEROFFICE MEMO into the template document, these styles are already a part of the document. You don't need to define them again.
- 5 After you type the memo, choose Save As from the File menu.
- 6 Type a name for the memo and press Return.

Word saves your new memo and leaves the Memo Template document as it was when you opened it for the next time you need to create a memo.

If you change your mind about a memo you started with the template document and want to discard it:

- 1 Close the window.
- 2 Click No to avoid changing the template.

You can use this same template method for other types of documents, such as letters or reports.

## 9 Organizing Your Ideas

Outlining is a tool for organizing, writing, and viewing information. You can use outlining to:

- Structure information
- Selectively view major ideas and many levels of detail
- Create a document from an outline
- Reorganize a document
- Travel quickly through a document

In this chapter, you will create and modify an outline.

### Before You Begin

If you have an external disk drive, insert the Word Utilities disk in it before you start Word.

After you start Word:

- ☐ Choose Full Menus from the Edit menu.

Full menus remain active until you specifically switch back to short menus, even if you quit Word.

If you want to switch back to short menus:

- ☐ Choose Short Menus from the Edit menu.



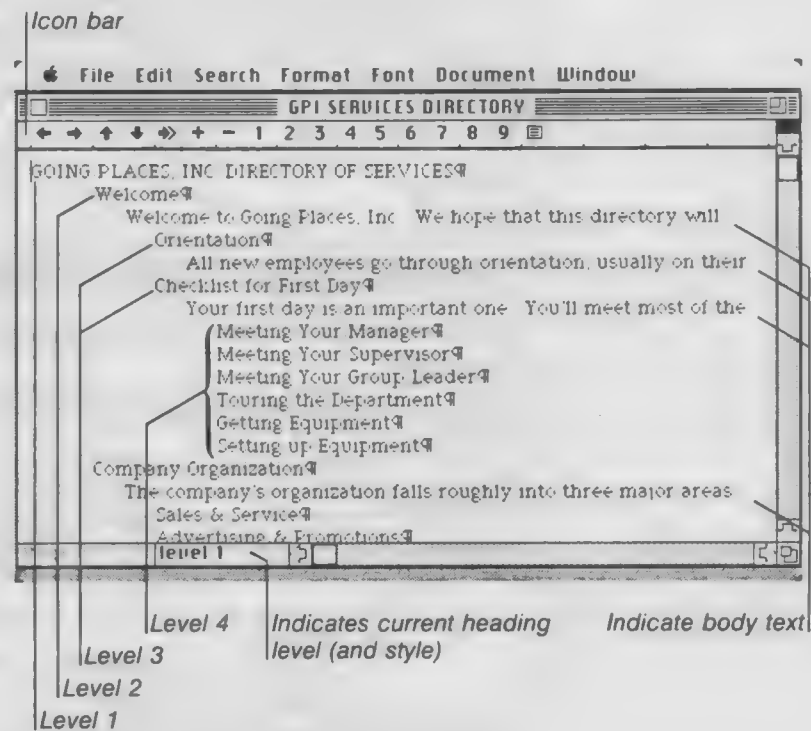
## About Outlining

The most important aspect of outlining with Word is that the outline is another view of the document. So, editing, formatting, and refining the outline is one means of editing, formatting, and refining the document. You can switch between the outline view and the document view quickly and easily.



... for a single document

Before you begin the practice, study the following illustration to understand some basic terms of outlining with Word.



## Creating an Outline

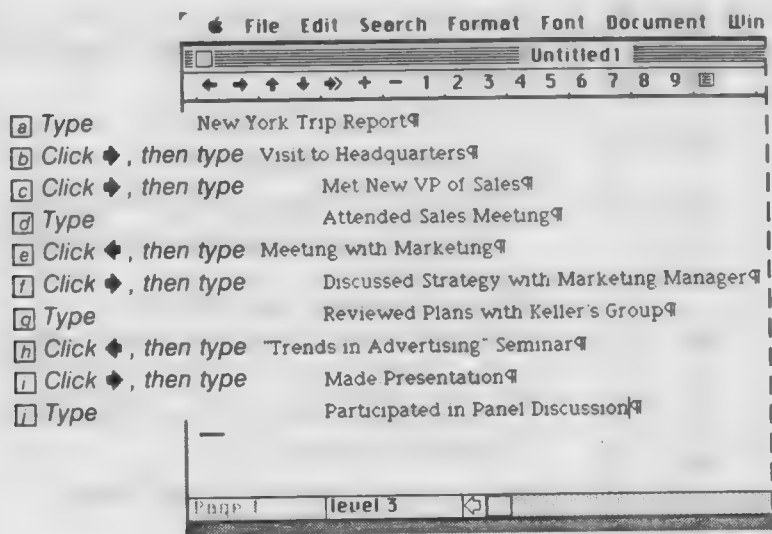
In this practice, you will create an outline for a trip report.

To create an outline:

- 1 Open a new document.
- 2 If not already on, choose Full Menus from the Edit menu.
- 3 Choose Outlining from the Document menu.

Type and structure the outline

- 4 Type the outline, as shown in the following illustration:



Be sure to press Return at end of each line.

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## Restructuring the Outline

Once you see the outline on the screen, you might decide that "Meeting with Marketing" fits better under the topic "Visit to Headquarters."

To change the level of a heading:

- 1 Click 2 in the icon bar.  
Notice that Word displays only the top two levels of headings. Notice the gray underlines, which indicate collapsed (hidden) headings.
- 2 Select "Meeting with Marketing."
- 3 Click the demote icon (➡) to move the selected heading to the right.
- 4 Click 3 in the icon bar to reveal all third-level headings.
- 5 Click 4 in the icon bar.

**Change heading level**

Notice the new structure of the outline.

### Remember

Click ➡ to move a heading to the right, which gives it a larger level number; this is called demoting.

Click ⬅ to move a heading to the left, which gives it a smaller level number; this is called promoting.

## Adding Body Text

Once your outline headings are set up, it's time to add the text of the report.

To add body text:

- 1 Choose Outlining from the Document menu to return to document view.
- 2 Position the insertion point at the end of "Discussed Strategy with Marketing Manager."
- 3 Press Return.
- 4 Type the following text:  
*Decided to run coupon campaign. Customers bring in coupon plus their current products (ours and competitors' or just competitors'?) and get new version for \$50 instead of \$250.*

**Add body text**

Body text is all text that is not a Level 1 through Level 9 heading.

---

### Travel quickly

---

## Traveling via the Outline

For more practice, enter text for the "Participated in Panel Discussion" heading. To move there quickly, take a short cut.

To travel quickly:

- 1 Choose Outlining from the Document menu to return to outline view.
- 2 Position the insertion point at the end of "Participated in Panel Discussion."

This method is especially useful in long outline documents.

Now that you are at the topic, add some body text:

- 1 Press Return.
- 2 Click ➡ to identify this line as the beginning of body text.
- 3 Type the following:  
*Advertisements have relied on four personalities to promote customer good will:*  
Notice that the text after "to" disappeared and was replaced by an ellipsis.
- 4 Choose Outlining from the Document menu to return to document view.  
Notice that all the text you typed is now visible.
- 5 Type the remainder of the paragraph, as shown below:  
*glamour figure, common man, approachable sophisticate, and customer in control. The next generation of advertising will rely on child-like wonderment and awe, the discovery of the joys of curiosity and power. "This is the product that makes you wise yet maintains your innocence, makes you joyous yet opens your eyes to new possibilities, new worlds."*

---

## Rearranging Topics via the Outline

Your trip report would be better organized if you reported the seminar first.

To move a heading:

- 1 Switch to outline view.
- 2 Scroll to the beginning of the document outline.

---


### Move a heading

3 Click 2 in the icon bar.

Notice that Word displays only the top two levels of headings.

4 Select "'Trends in Advertising' Seminar."

5 Click  to move the selection above the preceding heading.

6 Click  to see all headings and body text.

Notice that all the headings and text under the seminar heading have moved, too.

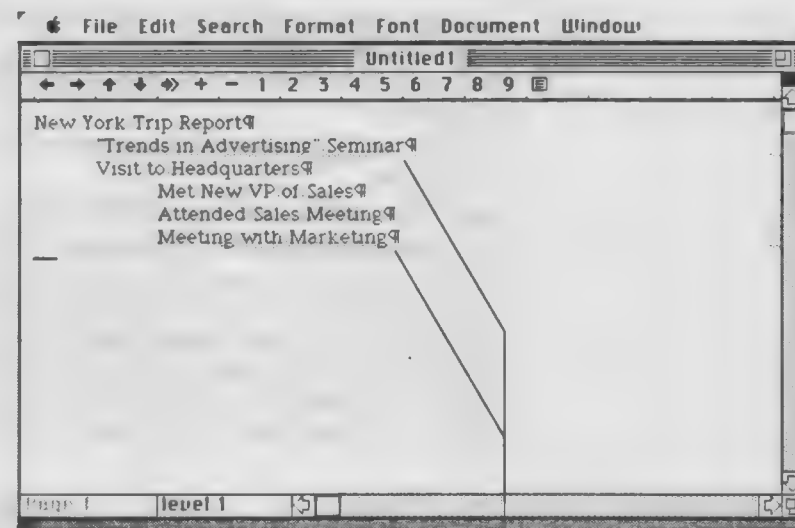
### Remember

Click  to move a heading up.

Click  to move a heading down.

### Printing the Outline

When you print an outline, Word prints only the expanded headings, that is, only those that are displayed (not hidden).



Gray underline indicates collapsed heading; lower level headings and body text are hidden, and not printed.

---

### Print the outline

To print the outline as shown in the preceding illustration:

- 1 Display the outline.
- 2 Click 3 in the icon bar.
- 3 Select ""Trends in Advertising" Seminar."
- 4 Click - in the icon bar to hide the headings below the selected heading.
- 5 Choose Print from the File menu, then click OK to start printing.

#### **Remember**

Click + to display the next lower level of headings below the selected heading.

Click - to collapse the lowest level of headings below the selected heading.

For more information about outlining, see "Outlining" in *Reference to Microsoft Word*.

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## 10 Adding a Table of Contents and an Index

Before publishing the OVERVIEW document, your publisher wants you to compile a table of contents and an index.

In this chapter, you'll practice adding a table of contents and an index to OVERVIEW.

### Before You Begin

If you have an external disk drive, insert the Word Utilities disk in it before you start Word.

After you start Word:

- ☐ Choose Full Menus from the Edit menu.

Full menus remain active until you specifically switch back to short menus, even if you quit Word.

If you want to switch back to short menus:

- ☐ Choose Short Menus from the Edit menu.

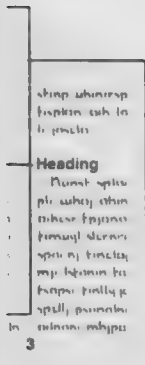


There are several ways to create a table of contents, all of which are described fully in *Reference to Microsoft Word*. This section teaches you the easiest method, using the outline of your document. To create the table of contents, Word collects the outline headings and adds page numbers to them.



- 1 Open the document named OVERVIEW from the Sample Documents folder on the Word Utilities disk.
- 2 If necessary, choose Full Menus from the Edit menu.

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## Compiling a Table of Contents

The table of contents will be a list of your document headings, as shown in the outline, with their respective page numbers.

To preview these headings before the table of contents is compiled:

- ☐ Choose Outlining from the Document menu to switch to outline view.

To refresh your memory about outline view, see Chapter 9, "Organizing Your Ideas."

Outline view shows you the text of the headings. The Table of Contents command collects the headings at the beginning of the document and adds the page numbers.

For now, you'll compile a table of contents that shows all the headings. Later, you'll compile a limited table of contents.

To return to document view:

- ☐ Choose Outlining from the Document menu.

To compile a table of contents:

- 1 Choose Preferences from the Edit menu.
  - 2 Be sure that Show Hidden Text is not checked, to ensure proper pagination of the document.
  - 3 Click OK.
  - 4 Choose Table of Contents from the Document menu.
  - 5 Click Collect Outline.
  - 6 Click Start.
- The process of collecting headings may last several minutes. Notice the message on the screen.
- Notice the formatting of the table of contents.

## Automatic Formatting

Entries collected by the Table of Contents command are formatted automatically by styles with the names "toc 1" through "toc 9." If this format is acceptable to you, you do not need to spend any extra time formatting a table of contents. If the formatting is not what you want, you can change it.

To reformat a table of contents:

- 1 Select a level 1 entry.
- 2 Choose Define Styles from the Format menu.

**Compile a table of  
contents**

**Reformat a table of  
contents**

- 3 Select "toc 1" in the list box.
- 4 With the Define Styles dialog box still open, use commands from the Format menu to set new character and paragraph formatting and new tab stops.  
Use these commands as you normally do, clicking OK when you're done with each command's dialog box.
- 5 Click OK in the Define Styles dialog box.  
The OK button defines the style and applies it at the same time it closes the dialog box.
- 6 Repeat these steps for one entry at each level.

### Compiling a Limited Table of Contents

Some documents have many headings and many levels of headings. For these documents, the table of contents becomes very long and cumbersome, and often less useful than it might be.

You can limit the number of levels of headings that appear in a table of contents.

To compile a table of contents with only two levels of headings:

- 1 Choose Table of Contents from the Document menu.
- 2 Type 1  
Notice what happened to the All and From options.
- 3 Press Tab.
- 4 Type 2
- 5 Click Start.
- 6 When a message appears asking if you want to replace the existing table of contents, click Yes.

Notice the difference from the previous table of contents you compiled.

### Remember

To compile a table of contents:

- 1 Choose Table of Contents from the Document menu.
- 2 Click Collect Outline in the Table of Contents dialog box.
- 3 Fill in the range of headings you want to include if less than All.
- 4 Click Start.

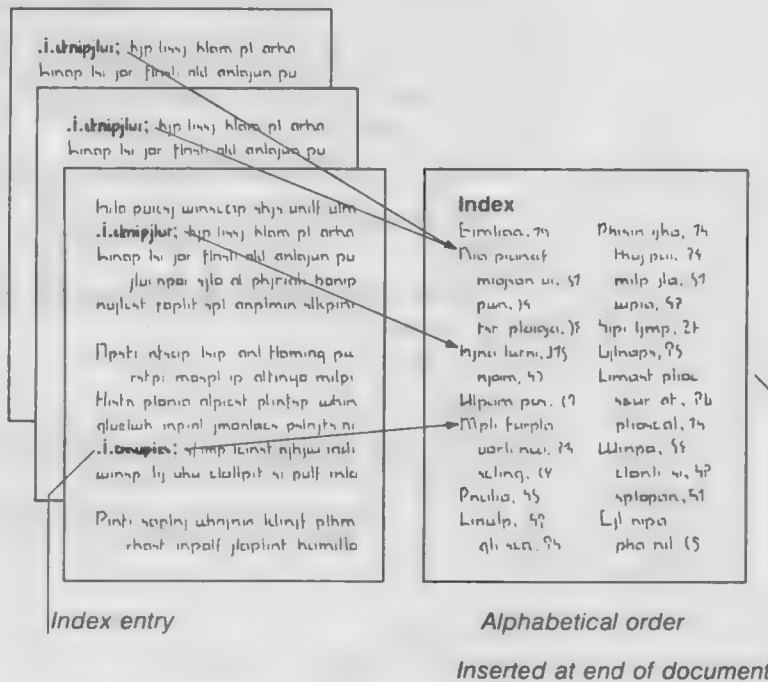
## Creating an Index

OVERVIEW is a long document, and it would help your readers to have an index to help them find information about specific topics.

You can identify text that you want to appear in an index, then have Word collect and alphabetize your entries, and add the proper page numbers.

To create an index, you'll need to:

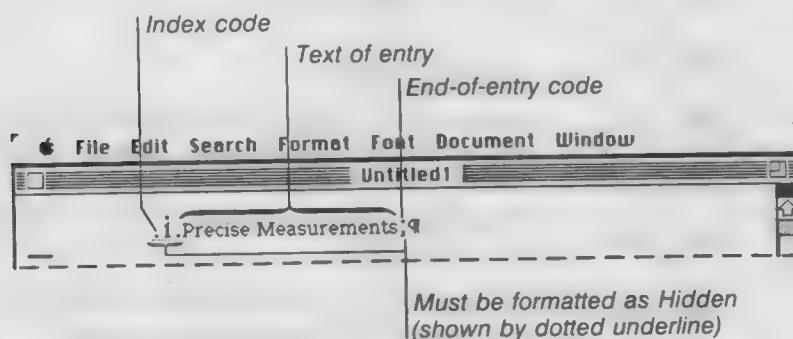
- Insert index codes into the document to identify text as index entries.
- Use the Index command to compile the index.



## Indicating Index Entries

You indicate text you want to appear in an index by inserting index codes. Index codes act as begin and end signals for text that should be collected by the Index command and placed in the index.

An index entry looks like this:



The OVERVIEW document has some index codes in it already. In the following practice, you'll add a few more codes, then compile the index.

### Before You Begin

- 1 If it is not open already, open the document named OVERVIEW from the Sample Documents folder on the Word Utilities disk.
- 2 Choose Preferences from the Edit menu.
- 3 If it is not already checked, click Show Hidden Text so that you can see the index codes as you type them.
- 4 Click OK.

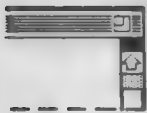
### Inserting Index Codes

To identify index entries:

#### Insert index codes

- 1 Click at the front of "print merge" near the end of the third paragraph.
- 2 Choose Character from the Format menu.
- 3 Click Hidden.

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- 4 Click OK.
- 5 Type *.i*.
- 6 Click at the end of "print merge."
- 7 Choose Character from the Format menu.
- 8 Click Hidden.
- 9 Click OK.
- 10 Type a semicolon (;).

### Making It Easier

Choosing the Character command twice for every index entry, especially in a long document, is the kind of tedious task that a computer should help you do faster.

To speed up the process, define ".i." as a glossary entry with a very short name:

- 1 Select the ".i." you typed into the document.
- 2 Choose Glossary from the Edit menu.
- 3 Type *in*
- 4 Click Define.  
Notice the new text below the Name text box.
- 5 Click Cancel to close the Glossary dialog box.

Now, define the hidden semicolon as a glossary entry and save both glossary entries permanently:

- 1 Select the ";" you typed at the end of "print merge."
- 2 Choose Glossary from the Edit menu.
- 3 Type *en*
- 4 Click Define.
- 5 Choose Save As from the File menu to save both short names you just added.
- 6 Click Save to save the entries in the Standard Glossary.  
When you see a message asking if you want to replace the Standard Glossary, click Yes.
- 7 Click Cancel to close the Glossary dialog box.

You now have two glossary entries to help you with index entries.

### Inserting More Codes

Now, with glossary entries defined for index codes, you are ready to enter more codes quickly.

To quickly insert index codes:

- 1 Click at the front of "spelling" near the end of the third paragraph.
- 2 Hold down the Command key while pressing Backspace.
- 3 Type *in*
- 4 Press Return.  
Notice the new text at the insertion point.
- 5 Click at the end of "spelling."
- 6 Hold down the Command key while pressing Backspace.
- 7 Type *en*
- 8 Press Return.

In Chapter 6, "Special Ways to Edit," you learned to select the name of a glossary entry from the Glossary dialog box. The Command-Backspace key combination is the fastest way to enter text using glossaries. Even though typing "in" is only one fewer keystroke than typing ".i.", it saves having to use the Character dialog box over and over.

This method does require that you remember the names of the glossary entries. If you forget a name, however, you can use the Glossary command to see a list of your glossary entries. For more information about using glossaries, see "Glossaries" and "Glossary Command" in *Reference to Microsoft Word*.

### Compiling an Index

To compile an index:

- 1 Choose Preferences from the Edit menu.
- 2 Be sure that Show Hidden Text is not checked, to ensure proper pagination of the document.
- 3 Click OK.  
Notice the change to the text in the window.
- 4 Choose Index from the Document menu.
- 5 Click Start.  
Notice the message on the screen.  
Notice where Word scrolled to.

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Compile the index

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### Automatic Formatting

Index entries are formatted automatically by the style named "index 1." If this format is acceptable to you, you do not have to spend any extra time formatting an index.

If the formatting is not what you want, you can change it:

- 1 Select an entry.
- 2 Choose Define Styles from the Format menu.
- 3 Select "index 1" in the list box.
- 4 With the Define Styles dialog box still open, use commands from the Format menu to set new character and paragraph formatting and new tab stops.  
Use these commands as you normally do, clicking OK when you're done with each command's dialog box.
- 5 Click OK in the Define Styles dialog box.  
The OK button defines the style and applies it at the same time it closes the dialog box.

For more information about indexing and indexing codes, see "Index Command" and "Indexing" in *Reference to Microsoft Word*.

### Reformat the index

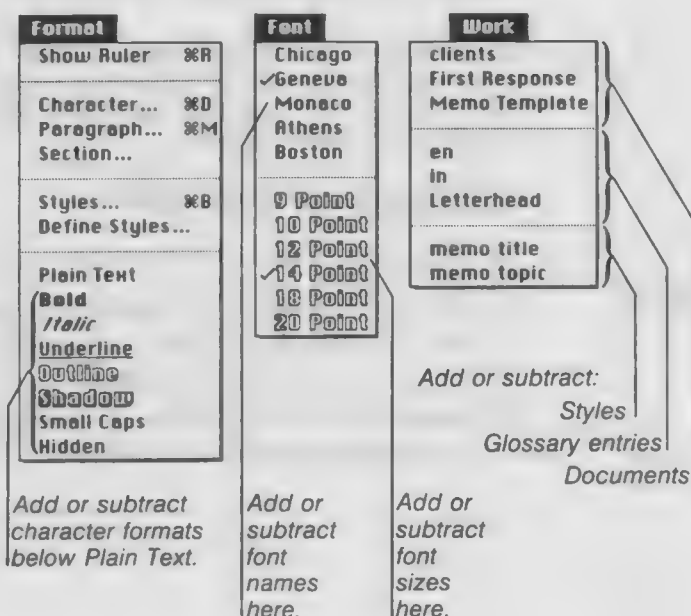


## 11 Customizing Your Menus

In Chapter 6, "Special Ways to Edit," you created a glossary entry named Letterhead for the Going Places address. In Chapter 8, "Formatting with Styles," you created a style named "memo topic." Also in Chapter 8, you created a document named Memo Template for quick set-up of memo format.

Glossaries, styles, and templates are handy tools when you are creating and editing documents. You can make them even handier by adding them to menus as if they were commands. This way, you won't have to go into a dialog box to find them. You choose them as if they were commands, and the action occurs instantly.

You can add items to three menus in Word, as shown in the following illustration:



In this chapter, you will practice adding and subtracting various commands to these menus.

### **Before You Begin**

If you have an external disk drive, insert the Word Utilities disk in it before you start Word.

This chapter assumes that you saved a document named Memo Template on the Word Utilities disk during the final practice in Chapter 8, "Formatting with Styles."

After you start Word:

- ☐ Choose Full Menus from the Edit menu.

Full menus remain active until you specifically switch back to short menus, even if you quit Word.

If you want to switch back to short menus:

- ☐ Choose Short Menus from the Edit menu.

---

## **Adding Commands to Menus**

If you create memos from a memo template document, adding the memo template to a menu can save time and effort. In this practice, you will add a document name, a glossary entry name, and a style name to the Work menu.

### **Adding a Document Name**

To add a document name to the Work menu:

- 1** Hold down Command and Option while pressing plus (+).  
Notice the new shape of the mouse pointer.
- 2** Choose Open from the File menu.
- 3** Double-click Memo Template in the list box.  
Notice the new menu in the menu bar.

---

**Add a document  
name**

## The Work Menu

- Pull down the Work menu.  
Notice that it contains one "command."

Now, to create a new memo:

- 1 Choose Memo Template from the Work menu.
- 2 Fill in the header information and type the body of the message.
- 3 Choose Save As from the File menu to save the memo with a different name.
- 4 Print the memo.
- 5 To create another memo, close the current window, then repeat steps 1–4.

When you add the name of a document, a glossary entry, or a style to the menus, the name appears on the Work menu.

If you remove all entries from the Work menu, the menu name disappears again.

## Adding a Glossary Entry Name

To add a glossary entry name to the Work menu:

- 1 Open an existing document or create a new one.
- 2 Hold down Command and Option while pressing plus ( + ).
- 3 Choose Glossary from the Edit menu.
- 4 Select Letterhead in the list box.
- 5 Click Cancel.
- 6 Pull down the Work menu.

Notice the new command and the dividing line.

Now, to start a letter for the Going Places travel agency:

- 1 Create a new document.
- 2 Choose Letterhead from the Work menu.

This is much faster than using the Glossary command.

---

**Add a glossary name**

---

### Add a style name

## Adding a Style Name

To add a style name to the Work menu:

- 1 Choose Memo Template from the Work menu.
- 2 Hold down Command and Option while pressing plus ( + ).
- 3 Choose Styles from the Format menu.
- 4 Select "memo topic" in the list box.
- 5 Click Cancel.
- 6 Open the Work menu.

Notice the changes. For a reminder of what the divisions of the Work menu contain, review the illustration at the beginning of this chapter.

Now, as you are typing a memo and need a style for a topic heading in the text:

- 1 Choose memo topic from the Work menu.
- 2 Type the heading.
- 3 Press Return.
- 4 Continue typing the body text of the memo.

### Reminder

In Chapter 8, "Formatting with Styles," you defined the "memo topic" style with "memo body" in the Next Style text box. So, by putting memo topic on the Work menu, you can quickly apply the style to a memo topic and continue with the body text, saving several keystrokes per heading.

### Remember

To add commands to a menu:

- 1 Press Command-Option- + .
- 2 Choose the command containing the item you want to add.
- 3 In the dialog box, select the item you want to add to the menus.

If you change your mind and decide not to add or subtract a command, press Command- . (period) to see the regular mouse pointer.

For more information about adding commands to menus, see "Menus" and "Work Menu" in *Reference to Microsoft Word*.

## Subtracting Commands from Menus

Just as it can be convenient to add commands that you use often to menus, you may want to remove some commands that you seldom use. By removing commands, you can shorten the Format and Font menus and keep them from appearing cluttered, especially if you've added items to them.

In general, you can subtract commands as shown in the illustration at the beginning of this chapter. In this practice, you will subtract one command each from the Format menu and the Font menu.

### Subtracting a Format Command

To subtract a Format command:

- 1 Hold down Command and Option while pressing minus ( - ).  
Notice the new shape of the mouse pointer.
- 2 Choose Shadow from the Format menu.  
Notice that the command is below Plain Text.
- 3 Open the Format menu.  
Notice the change.

---

**Subtract a  
Format command**

### Subtracting a Font Command

To subtract a Font command:

- 1 Hold down Command and Option while pressing minus ( - ).
- 2 Choose any font command from the Font menu.
- 3 Open the Font menu.  
Notice the change.

---

**Subtract a  
Font command**

### Remember

To subtract a command from the Format, Font, or Work menu:

- 1 Press Command-Option- - .
- 2 Choose the command you want to subtract.

For more information about subtracting commands from menus, see "Menus" and "Work Menu" in *Reference to Microsoft Word*.

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




























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